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ABSTRACT

Teaching instructions, lesson plans, and exercises are provided for severely physically and/or neurologically handicapped persons learning to use the Cybertype electric writing machine with a tongue-body keyboard. The keyboard, which has eight double-throw toggle switches and a three-position state-selector switch, is designed to be used by persons who are paralyzed from the neck down but who have control of their tongue and one other body part (finger, knee, foot, elbow). The various keying positions used are identified, and 17 lesson plans are detailed for teaching the student how to write letters, numbers, and punctuation symbols and perform other typewriter functions. The majority of the instruction manual consists of supplementary instructional materials (typing exercises, practice sentences, language building exercises). Special supplementary exercises for older students are also included. (See also EC 030 060, EC 050 266-050 269.) (KW)

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C/R/I

C/R/I Final Report

Project No. 18-2003 and 7-0533
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STUDY OF MAN-MACHINE COMMUNICATIONS SYSTEMS FOR DISABLED PERSONS (THE HANDICAPPED)

VOLUME VII

HAIG KAFAFIAN

CYBERNETICS RESEARCH INSTITUTE
2233 WISCONSIN AVENUE, N.W.
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June 19, 1971

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C/R/I FINAL REPORT

Project No. 18-2003
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EXPERIMENTAL INSTRUCTIONAL MATERIALS FOR C/R/I FIELD CENTERS

Volume VII

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INSTRUCTIONAL MANUAL FOR A CYBERTYPE® TONGUE-BODY INTERFACE MAN-MACHINE COMMUNICATIONS SYSTEM

First Edition

This volume together with those listed below comprise the series of reports, demonstration guides, evaluative procedures, and instructional and training materials prepared under Project Nos. 7-0533 and 18-2003, Grant No. OEG 2-7-070533-4237 (607), for the Bureau of Education for the Handicapped, Office of Education, Department of Health, Education, and Welfare.

C/R/I Interim Report, 1968	Interim
C/R/I Second Report, 1970.	Volumes I and II
C/R/I Final Report, 1971	Volume III
C/R/I Demonstration Guide and Materials	Volume IV
C/R/I Instruction Manual for 14-Key "Cybertype" Man-Machine Communications System	Volume V
C/R/I Instruction Manual for 7-Key "Cybertype" Man-Machine Communications System	Volume VI
C/R/I Instruction Manual for a "Cybertype" Tongue-Body Interface Man-Machine Communications System	Volume VII

A master errata sheet will be compiled from these volumes, and sent to their recipients. Your suggestions and help will make the experimental volumes more useful to researchers, teachers, and other readers, and will be of great value in preparing any revisions.

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PREFACE

INSTRUCTION MANUAL FOR

CYBERTYPE® MAN-MACHINE COMMUNICATIONS SYSTEMS

TONGUE-BODY INTERFACE

This first edition of the C/R/I Instruction Manual for the "Tongue-Body" Interface was prepared as an aid for researchers engaged in study programs of teaching severely disabled children how to communicate more effectively via electric writing machines with "Cybertype" tongue-body keyboards.

The introductory section includes a description of various "Cybertype" interfaces and the "keying" code which corresponds to letters, symbols, or other typewriter functions. Illustrations of keying positions, and the organization of lesson plans are also included.

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INTRODUCTION

Physically and neurologically handicapped individuals with gross dysfunctions are often unable to provide the control, coordination, and dexterity necessary to communicate in written form, either by handwriting or by operating the 49 keys of a standard electric typewriter keyboard, even though they have a knowledge of language structure and sufficient cognitive capabilities and motivation to perform varied tasks. Such disabilities, especially when accompanied by language impairments, severely impede the development of intellectual and verbal potentialities. As a result, many multi-handicapped persons who potentially have the intellectual competence to become self-sufficient, contributing members of society, are institutionalized or live lonely lives because their motor capabilities appear too limited for independent and practical functioning. The increasing economic burden of supporting special education schools and institutional care, which falls on parents, city, county, state, and federal governments, further support the need for practical and effective rehabilitation endeavors.

In spite of the apparent hopelessness of many persons with multiple handicaps, it is often possible to employ new cybernetic man-machine communications and life-support systems which utilize severely disabled persons' remaining motor and sensory capabilities in the environment to which they are exposed. For example, persons whose disabilities preclude cursive writing or operation of an ordinary electric typewriter keyboard are beginning to demonstrate their capabilities through these new man-machine aids. Where possible, control systems are provided which match their remaining performance characteristics, thereby enabling these individuals to operate electric typewriters, telephones, appliances, and/or other communication and life-support systems.

One purpose of the experimental instructional materials presented in the C/R/I Instruction Manual is to introduce the researcher and the teacher of severely disabled students to the operation and practical application of the "Cybertype" electric writing machine which is equipped with a "tongue-body" keyboard, and to provide an organized program of instruction with appropriate training, testing, and exercize materials. The C/R/I Instruction Manual is intended for use as a guide in teaching students, individually or in groups, to communicate proficiently in written form. It is hoped that the teacher uses individual judgments in the selection of specific instructional materials, and will substitute or create other exercises when necessary.

"Cybertype" Control Interface Systems

The basic design characteristics underlying the "Cybertype" system involves the concept of "dual-input" operation. This means that instead of requiring sequential operation of single keys to produce typed letters, symbols, or functions, as with an ordinary typewriter keyboard, the "Cybertype" systems operate from dual inputs. That is, two keys (or switches) may be operated at one time, or they may be operated in sequence. Although dual-input operation may seem unusual as compared to single-sequential-input operation, it will be seen that dual-input systems offer the advantages of a simplified interface (e.g. keyboard), and a design flexibility which easily permits matching interface configuration to the performance characteristics of the human operator.

This manual is intended for use with the dual-input, 3 x 16 "tongue-body" interface. This interface has a keyboard of 8 double-throw toggle switches, and has a three-position state-selector switch. The "tongue-body" interface is designed to be used by persons who are paralyzed from the neck down, but who have retained control of their tongue and one other part of their body, i.e., a finger, knee, foot, elbow, etc.

The toggle-switch keyboard has 2 banks of 4 switches or keys, and is operated by the tongue; the tongue pushes each of these 8 switches up or down. The state-selector switch has 3 states, 1 passive and 2 active. The switch is operated by pressure from the remaining controllable muscle. The keyboard and state-selector switch are electrically connected to an electric typewriter which provides the printed output.

Normally, the state-selector switch is in its passive state, State A, and by operating the tongue switches, 16 letters and functions can be produced. By deflecting the selector switch one step, State B is obtained, and 16 different letters, symbols, and functions can be produced by using the tongue keyboard. Likewise, by deflecting the selector switch to its second position, State C, 16 additional symbols and functions are available. Thus, 48 letters, symbols, and functions may be produced by the dual operation of the tongue-switch keyboard and the state-selector switch. Either one may be activated first, but only when both are operated concurrently is a function produced.

When the state-selector switch is released, it automatically returns to its passive state, State A. Any slight, controlled movement of the state-selector switch, with activation of the tongue switches, produces letters, symbols, and functions assigned to States B and C, depending on the position of the state-selector.

For purposes of identification, the toggle switches or "keys" of the tongue-keyboard, are numbered 1 through 8, from left to right. This numerical identification of "keys" should be recognized at the very beginning, and remembered, since it will be referred to frequently in this instructional manual. The tongue-keyboard toggle switches will be called "keys" to differentiate them from the state-selector, 3-position switches.

The assignment of certain symbols, such as the "¢" and "+", depends on the model of typewriter coupled to the dual-input interface. The code for numerals, symbols, and functions shown in Figure 3, and repeated in this manual, is based on the IBM "SELECTRIC"™* typewriter with "Prestige Elite", "Courier", "Letter Gothic", or "Delegate" type styles.

This Instruction Manual is organized into 17 lessons. The first 16 lessons cover the letters of the alphabet, the numbers, common punctuation symbols, and the typewriter functions. The last lesson deals with the less frequently used symbols and functions available on the typewriter.

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*Trademark-International Business Machines Corporation, Armonk, New York.

State A

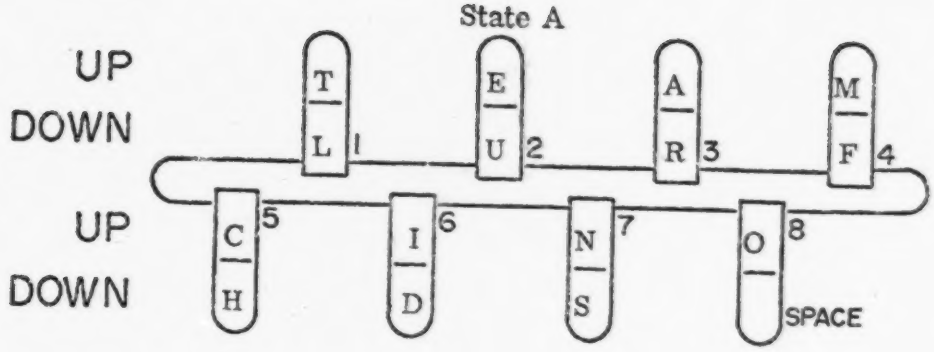

Figure 1

State B

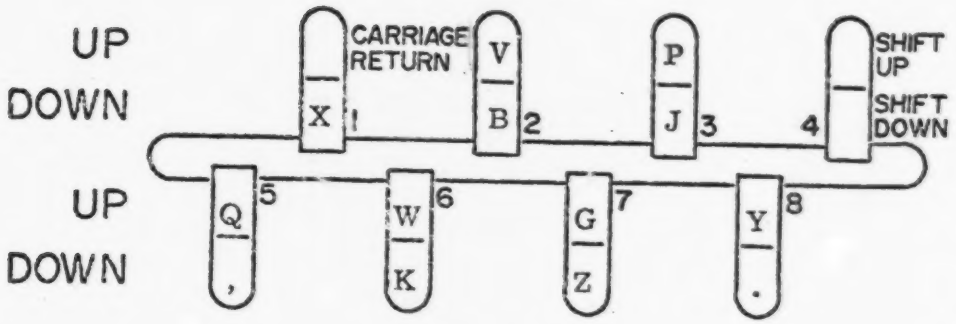

Figure 2

State C

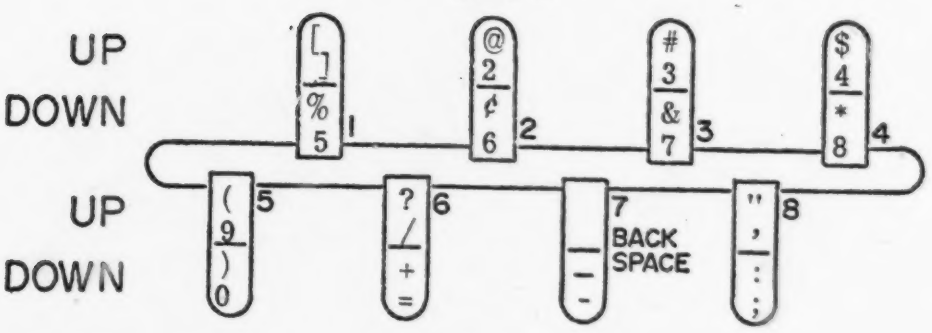

Figure 3

Each lesson should generally last about one hour, and one lesson should be given each day, four or five times a week.

If you are working with a group of students, each student should have his or her own interface and typewriter, but it is possible, although inconvenient, to use only one "Cybertype" typewriter to which all interfaces may be connected through a junction box. Children should be introduced as a group to the keying positions for each letter or function in the lesson; they should then practice operating these keys and switches. During this group practice, where each student does his or her own "cybertyping", those interfaces which are provided with "on-off" switches and pilot lights should be in the "off" position so that the typewriter is not activated. Each child can then be given individual attention in practicing the exercises which accompany each lesson. During individual practice, the child's interface switch is turned "on" so that his exercises are produced on the typewriter. The other students (with their interface switches "off") continue to practice their letter-keying associations without affecting the typewriter output of the student who is typing. In this way, the teacher can move around within the group, giving each child individual attention with resulting typewritten output for each student in the group.

The Appendix to this manual includes a "Supplementary Materials" section which provides practice exercises to be used in augmenting the exercises included in each lesson. These supplementary exercises should also be used to provide students with necessary practice to develop "cybertyping" proficiency following the last formal lesson in this Instruction Manual. The teacher should review the "Supplementary Materials" section carefully to select appropriate follow-up exercises for extended practice. The Appendix also includes supplementary exercises for older persons who are learning the "Cybertype" letter-keying code.

It is recognized that the age levels and capabilities of the children in each program will determine the rate of progress and the most appropriate approach in teaching the "Cybertype" letter-keying code. Therefore, the teacher is encouraged to employ a teaching plan which will have the greatest probability of being effective for a particular child or group of children. However, the lesson plans and exercises in this manual should not be extensively modified since the materials and techniques in the lesson plans have proven successful in previous instruction programs. Nevertheless, any suggestions or modifications are welcome and important, since this is a preliminary version of the Instruction Manual.

LESSON 1

Before teaching students any of the "Cybertype" letter-keying associations, introduce them to the equipment by explaining how it operates. One way to simplify this task is to demonstrate the similarity between the keys on the interface and an electric light switch. For example, point out that when a switch is turned on, somewhere in the room a light appears. Similarly, when the keys of the "Cybertype" interface are pushed up or down, signals are sent through an electric cable to the typewriter which types letters and symbols. Modification of this explanation can be devised according to the age group under consideration.

Teachers are urged to review the C/R/I Second Report [1] for details and descriptions of the initial "Cybertype" instruction programs.

The functions to be introduced in this first lesson are: T, E, A, M, and "space". Note that these functions are produced in State A, as shown below:

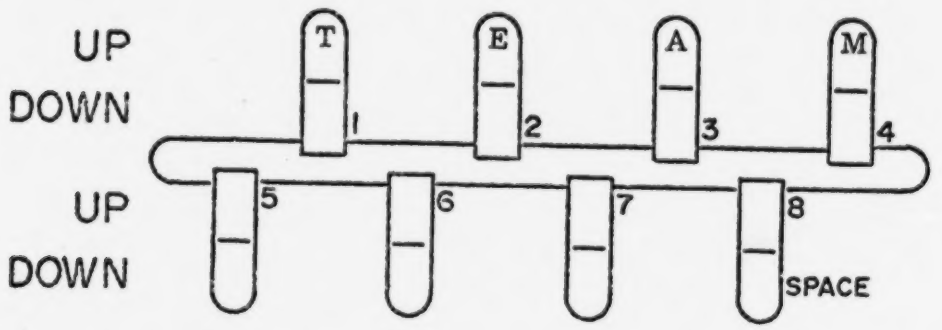

Figure 4

Students should be shown the keying positions of these five functions (in the order presented above), and should be given time to copy the "Dexterity Exercises" found on the student practice sheet (page 7). The practice exercises are provided on separate pages for your convenience. If desired, these pages can be reproduced and presented to students for copying. If you are working with a group of children, copies of these exercise sheets should be provided for each student.

The "Dexterity Exercises" are designed to give students practice necessary in learning which keys produce which letters. Since repetition is important in learning the letter-keying associations, each student should practice the exercises until he has thoroughly memorized the code for the letters presented in this lesson.

---

1. Kafafian, Haig. Study of Man-Machine Communications Systems for the Handicapped, Office of Education, Bureau Handicapped, Project No. 18-2003.

After memorization, proceed to the "Practice Sentences" in Part 2 of the exercise sheet, and have the students type each sentence in the order shown. This part of the lesson gives students a chance to learn how their interfaces can be used to produce printed words in the context of meaningful sentences.

Note that the exercises in this lesson are presented in capital letters. Therefore, put the typewriter in the "upper case" (Shift Lock) position so that the letters produced by the students will resemble those on their exercise sheets. In a later lesson (lesson 7), students will learn how to shift between upper and lower cases using their interfaces.

Also note that since students have not yet learned how to operate the typewriter "Carriage Return" function, you should do this for them, when necessary, by switching to State B and pushing up on key no. 1. (see page 3)

LESSON I

1. Dexterity Exercises

TTT	EEE	AAA	MMM
MMM	AAA	EEE	TTT
TE	AM	EA	TM
MET	ATM	EAM	TEA

2. Practice Sentences

MEET ME AT TEA

A TEAMMATE ATE MEAT

MATT MET ME AT A MEET

A TEAM MET AT A TEE

MAMA ATE TAME MEAT

LESSON 2

This lesson reviews the typing functions learned in the first lesson, and introduces the functions: C, I, N, O, and "Carriage Return".

First, have the students review the functions: T, E, A, M, and "Space". If additional practice is necessary, use the exercises for Lesson 1.

At this time, introduce C, I, N, O. Note that these functions are produced in State A by pushing up on keys 5-8.

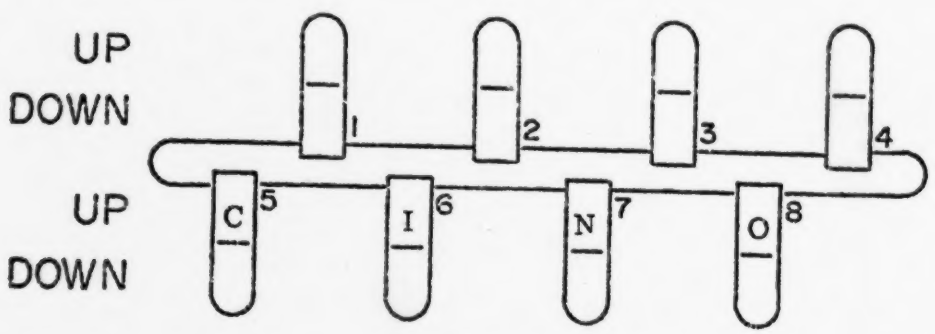

Figure 5 - State A

Students should be shown the locations of these functions and be given time to copy the "Dexterity Exercises" on the practice sheet.

Now introduce the carriage return function to the students. Remember that this function is produced by switching to State B and pushing up on Key #1.

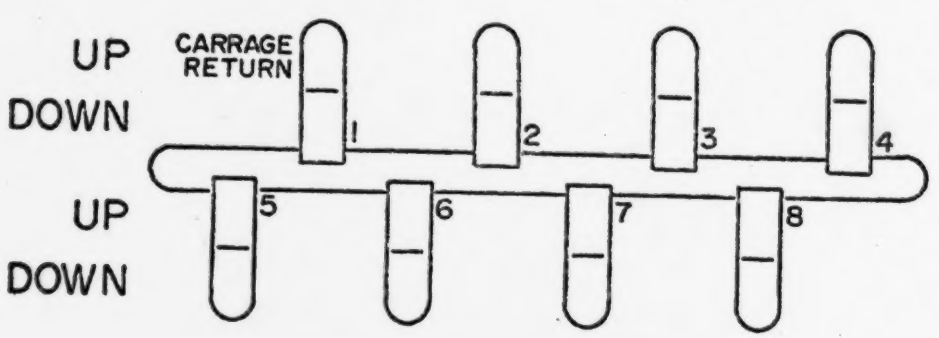

Figure 6 - State B

Demonstrate the keying position for this function and, if necessary, explain the purpose of the carriage return The carriage return function may be explained to young children as "the mechanism on the typewriter that rolls the paper to a new clean line so that you can continue typing".

Have students practice the carriage return keying position a few times, and have them use it with Part 2 of the exercise sheet, "Practice Sentences".

LESSON 2

1. Dexterity Exercises

TTT	MMM	AAA	EEE
EM	TA	EAT	MAT
CCC	III	OOO	NNN
NNN	OOO	CCC	III
INO	CNI	NCO	OIC
CN	IO	ON	IC

2. Practice Sentences

I EAT ICE

AIM A COIN INTO A TIN CAN

MICE ATE IN A TENT

I MEANT TO MENTION IT AT TEA

MAMA ATE ON A TAN COTTON MAT

MATT CAME TO ATTENTION

I CAN EAT AN ONION

LESSON 3

This is a review of Lessons 1 and 2. It is important for students to master the keying positions for these functions before proceeding further.

Have students copy the words and phrases provided at the top of the exercise sheet for this lesson. This practice should reveal the extent to which the children have remembered the functions learned in the

previous lessons. If additional practice is necessary, review the exercises in Lessons 1 and 2, then return to the "Copy Words and Phrases" for this lesson.

Parts 2 and 3 of the exercise sheet are further review exercises. You should use your discretion as to how much of these exercises need to be completed by the students.

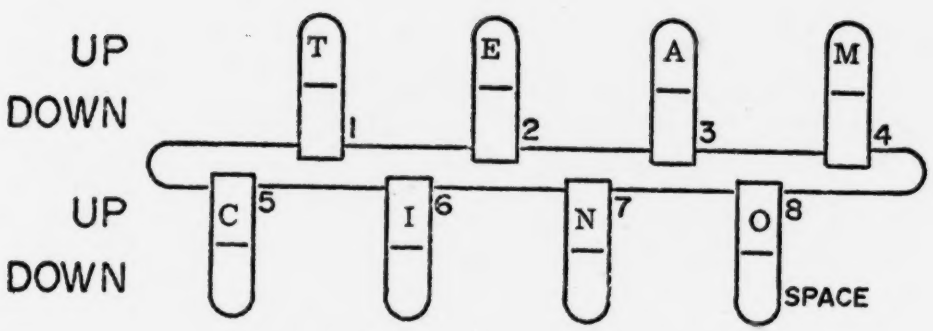

Figure 7 - State A

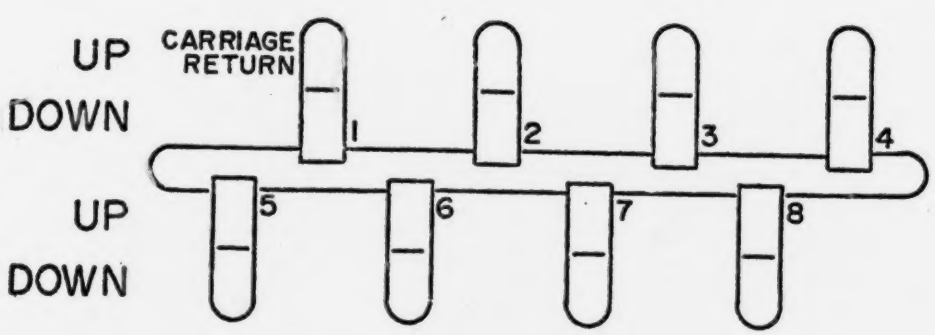

Figure 8 - State B

LESSON 3

1. Copy Words and Phrases

NONE	TEN MICE
COIN	A TAME CAT
TOMATO	NO ONE CAME
MEAT	IN A MINE
ICE	COME IN

2. What numbers can you spell using only T, E, A, M, C, I, N, and O ? Type them.

3. Practice Sentences

I EAT COCOA IN A TIN CAN

A MEAN CAT ATE NICE MICE

A TEAMMATE CAME TO A CANOE MEET

I MEANT TO COME ON TIME

MAE CAN EAT A TOMATO ON AN ONION

LESSON 4

The first "Training Exercise Test" (Training Exercise No. 1 on page 12) should be administered at the beginning of this lesson. It is best to precede the test with a brief review of "Space", T, E, A, M, C, I, N, O and "Carriage Return".

This training exercise must be timed with a stopwatch and be administered according to the following procedure. Each child should be given the exercise individually in a quiet room without distracting noises or movements. It is suggested that the teacher should not use the word "test" in describing these "Training Exercises".

Use your own judgment in wording the instructions for these tests, but give the child directions approximately as follows: "Today, you are

going to receive a special exercise so that you too can find out how well you are doing." --- (Place exercise sheet in front of child) ---" Type the three sentences on this page as fast as you can, but concentrate and try to make a perfect copy."

Let the child see your stopwatch, and explain that you want to find out how much time is taken in completing the exercise. Give the child a signal to start, and at the end of one minute, record on the "Scoring Sheet" the letter and word being typed, but do not interrupt the student at this point. Allow the child to continue typing all three sentences in the test and record the total time required to complete the exercise. Let the student know the amount of time recorded by the stopwatch.

Present the new material in this lesson once the test is completed. The functions to be introduced in this lesson are: L, U, R, F. Students should be shown the keying locations of these functions, and be given time to copy the "Dexterity Exercises" and "Practice Sentences" found on the exercise sheet on page 14.

The new functions, L, U, R, and F are produced in State A by pushing down on keys 1-4 as shown below:

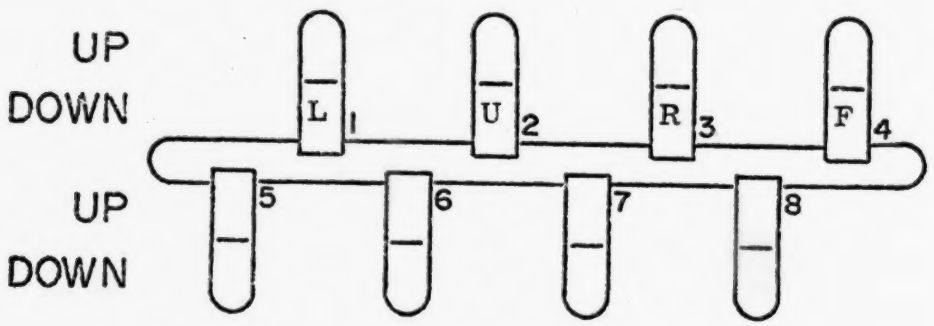

Figure 9 - State A

TRAINING EXERCISE NO. 1

MICE IN A COT

NO MATE CAME

NOT ON TIME

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No. ____

1. Location in Cybertyping at end of first minute:

   Letter: _____ Word: _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I.

LESSON 4

1. Dexterity Exercises

LLL UUU RRR FFF

FU RL RF LU

LFL URU RFR FUF

FFF RRR UUU LLL

2. Practice Sentences

A LAME LION ATE A MULE

FRAN CAN CLEAN FRUIT FOR A MEAL

ROLL A RAT INTO A FIRE

TOOT A NOTE ON A FLUTE

LET MATT CUT A FUR COAT

A TENOR CAME TO A CONCERT IN A METAL CAR

A TERRIER ATE A LITTLE MEAT

LESSON 5

In this lesson, the students will be taught the remaining three letters produced in State A. These letters, along with those already learned, will provide a sizeable vocabularly. The letters to be learned are H, D, and S.

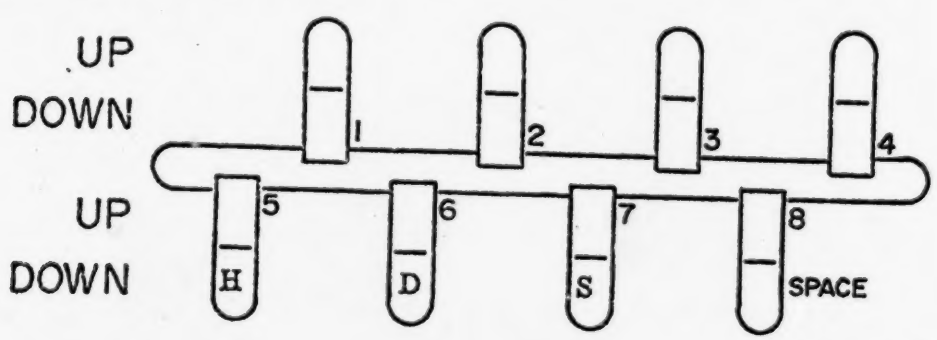

Figure 10 - State A

Present the key locations for the new letters in the order indicated above. Then have the students complete the "Dexterity Exercises" and "Practice Sentences".

LESSON 5

1. Dexterity Exercises

HHH DDD SSS

DHS SDS HSD

HS DH SD

DDD SSS HHH

2. Practice Sentences

SARAH HAS RED SHOES

SHE RAN IN THE SAND

ANN HAS A HARD HEAD

HER FEATHER HIT FATHER IN THE MOUTH

DAD MADE DINNER

HALF THE CATTLE ROAM ON THE RANCH

STU MISSED THE LAST CLASS

LESSON 6

Lesson 6 is a review of Lessons 4 and 5, involving the letters produced by pushing down on the 8 keys in State A: L, U, R, F, H, D, and S.

Students should copy the words and phrases at the top of the exercise sheet for this lesson. For additional practice, Part 2 requires the student to make new words from sequences of scrambled letters. It may be necessary for you to modify or even delete these "creative exercises" for one or more of the students, depending on age and abil-

ity. Here again, the judgment of the teacher is invaluable.

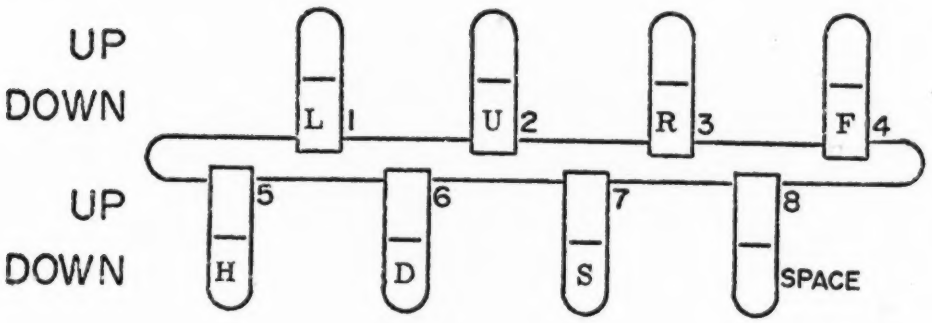

Figure 11 - State A

LESSON 6

1. Copy Words and Phrases

MULES	THE
FARM	CENTS
MIRROR	LAME HORSE
FUR	ADD COCOA
COOL	FRUIT
DOLLAR	DEAD

2. Unscramble the letters below to make new words. Type the words you make.

E-L-T-F (a direction)

T-R-U-H	(a word that means pain)
T-I-D-R	(something in a garden)
N-C-U-E-L	(a relative)
T-L-A-R-T-E	(on one snake's tail)
U-T-F-R-E-U	(opposite of past)
H-O-T-S-R	(opposite of tall)

3. How many words can you make using only the letters in the word CHRISTMAS? Type them.

LESSON 7

The second "Training Exercise Test" should be administered at the beginning of this lesson. It is best to precede the test with a brief review of L, U, R, F, H, D, S.

Once the test is completed, present the new material contained in this lesson. The functions to be introduced are: V, P, "Shift Up" and "Shift Down". These are produced by switching to State B and pushing up on keys 2 and 3, and up and down on key 4. (Pushing up on key no. 1 when in State B produces the carriage return function which has previously been learned.)

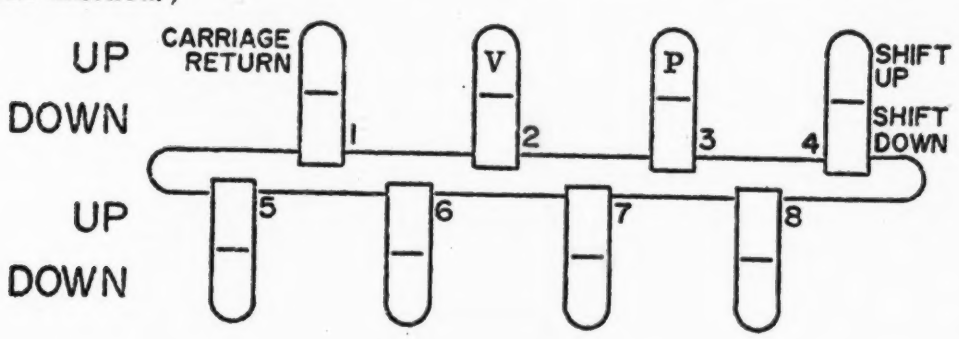

Figure 12 - State B

Students should be introduced to the keying positions for the above functions, and then be given time to copy the "Dexterity Exercises" and "Practice Sentences" on the Lesson 7 exercise sheet. Be sure to remind

the students that they must switch to State B to produce these new functions.

Thus far, the typewriter has always been placed in the "Shift Lock" (upper case) position. Starting with this lesson, students will be able to produce upper and lower-case letters, symbols, and functions by themselves.

TRAINING TEST NO. 2

TURN LEFT

SHE READS A LOT

LEARN FOUR SHORT RIDDLES

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No. ____

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I

LESSON 7

1. Dexterity Exercises

VVV PPP VPV PVP

vvp ppv vvv ppp

Vpp pVp Vvv pPp

Vp Pp vP pV

2. Practice Sentences

Van loves vanilla ice cream

Pat had purple pants

Please pass the peas

Tell Peter to drive me home

Pam has her favorite velvet dress on

Have Vera put some potatoes on a plate

LESSON 8

The functions to be introduced in this lesson are: Q, W, G, and Y. These letters are produced by pushing up on the bottom row of keys (No. 5-8) in State B, as seen in the diagram below:

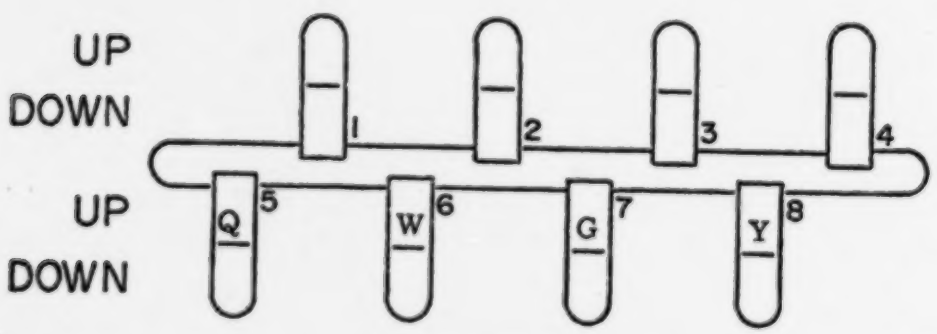

Figure 13 - State B

As before, students should first be introduced to the letters in the order presented above. Allow time to complete the "Dexterity Exercises" involving these new letters; then have the students proceed to the "Practice Sentences".

LESSON 8

1. Dexterity Exercises

QQQ WWW GGG YYY

YYY WWW QQQ GGG

qwy gqw ywq gqg

www ggg yyy qqq

2. Practice Sentences

I need a square scarf

Willie quietly opened the heavy gold door

Her shiny wig was falling off her head

The dog digs on the edge of the garden

Yesterday my family went to live in the city

The queen quietly questioned the quarreling lad

Wanda wore a white dress

LESSON 9

This is a review of the functions in lessons 7 and 8: V, P, "Shift Up", "Shift Down", Q, W, G, and Y. Again it is important that the students master this series before proceeding further in the "Cyber-type" code.

For practice, students should copy the words and phrases in Part 1 of the exercise sheet. If the students perform well, proceed to the other parts of the exercise sheet.

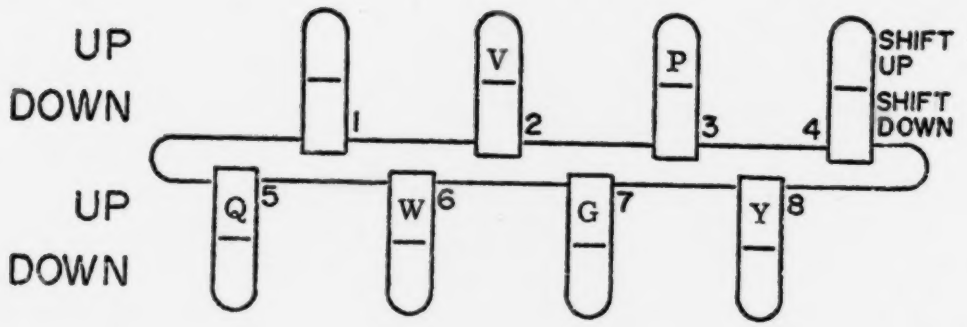

Figure 14 - State B

LESSON 9

1. Copy words and Phrases

purple	quit quarrelling
dry	saggy pants
typewriter	violet velvet
very	quite wavy
quiver	warm quiet wind
flag down	paper flag

2. Type the names of the days of the week.

3. How many words, using the letters you have already learned, can you think of that begin with un? Type them.

4. Unscramble the letters to make new words. Type the words you make.

n-w-a-y	(a sign that you are sleepy)
w-r-g-o	(to get bigger)
u-p-y-p-p	(a young dog)

r-u-r-e-l-a-q (a fight)

l-n-i-l-v-a-a (an ice cream flavor)

u-t-i-q (to stop)

LESSON 10

The third training test should be administered at the beginning of this lesson.

Remember tc precede the test with a brief review of V, Q, W, G, Y, P, "Shift Up", and "Shift Down".

The functions to be introduced in this lesson are: X, B, J, which are produced by pushing down on keys 1, 2, and 3 in State B. Pushing down on key no. 4 yields the "Shift Down" function, which has already been presented. Allow sufficient time for the students to copy the "Dexterity Exercises" and "Practice Sentences" for these new letters.

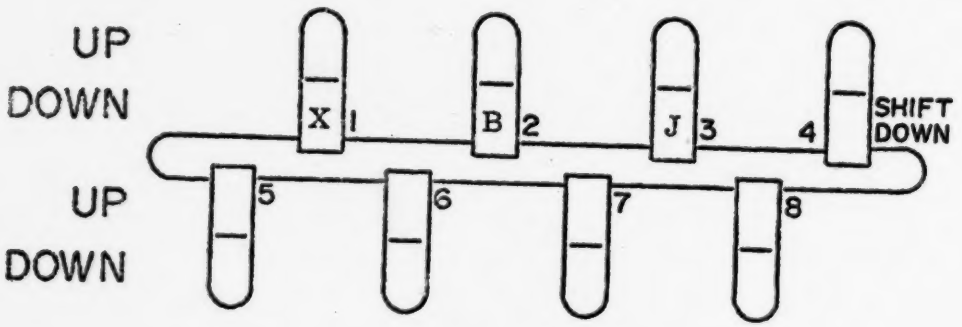

Figure 15 - State B

TRAINING EXERCISE NO. 3

The Queen chews gum

Long windy highways

Vera tripped over a quilt

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No. ____

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I

LESSON 10

1. Dexterity Exercises

   XXX BBB JJJ

   jjj xxx bbb

   jxj bxx xbj

   jb xj bx

2. Practice Sentences

   Joe gave Jane a Valentine

   The baby bit the rubber rabbit

   Please jam the box next to the jelly jars

Fix the motor when you wax the taxi

Just fix me six jelly sandwiches

The fox jumped into the bush

LESSON 11

This lesson introduces the last 4 functions in State B: "comma", K, Z, and "period". These functions are produced by pushing down on keys 5, 6, 7, and 8 as shown below:

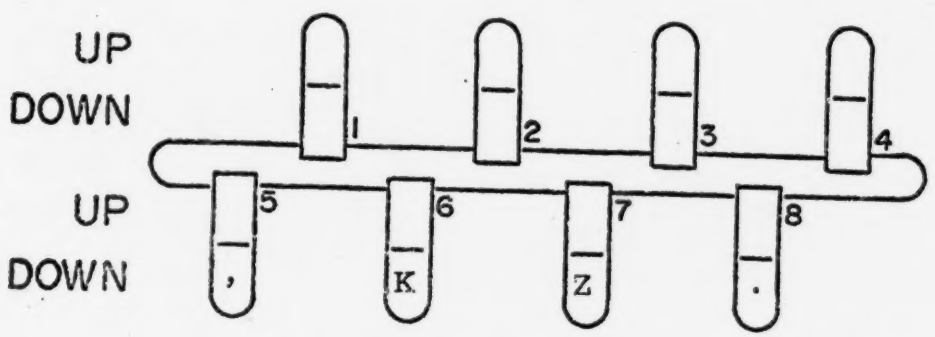

Figure 16 - State B

Demonstrate the keying position for K and Z, then have the students complete the "Dexterity Exercises" involving these new letters.

After the students have completed these exercises, demonstrate the use and location for the "comma" and "period". Students will then be prepared to proceed with the remaining "Dexterity Exercises" as well as the "Practice Sentences".

Part 3 is a creative exercise requiring the children to make up words using only the letters in the word "Astronaut". Children usually enjoy the discoveries involved in such anagram word games. Similar language-building exercises may be developed by teachers and students for use as supplementary instructional materials.

LESSON 11

1. Dexterity Exercises

KKK ZZZ KKK ZZZ

zzz kkk zzz kkk

zk zz kz kk

zkz kzk kzz zkk

,,,, ,,,, ...

., ., ,. ,.

,k, ,z, .k. .z.

.., ,,. ..k ,,z

2. Practice Sentences

He broke his fork on the thick steak.

Suzie, please pick up a dozen puzzles for party prizes.

The zookeeper bought a zebra, a kangaroo, a fuzzy monkey, and a lazy snake.

Mr. and Mrs. K. M. Zanuck won first prize in a jazz and rock music contest.

Zack and Kathy danced the waltz.

Ken sneezed in the brisk and freezing breeze.

3. How many words can you make using only the letters in the word "ASTRONAUT"? Type these words.

LESSON 12

Lesson 12 is a review of the functions introduced in Lessons 10 and 11: X, B, J, "comma", K, Z, "period".

Briefly review the keying locations for these functions with the students and have them copy the words and phrases in Part 1 of the exercise sheet. If any of the children seem uncertain about these functions, provide them with additional practice before proceeding. The students should then complete the exercises in Parts 2, 3, and 4 of the exercise sheet.

Following this lesson, you may want to have the students practice using those exercises from the Supplementary Materials Appendix to this Instruction Manual which deal with letters of the alphabet. These exercises will provide a valuable review of Lessons 1-12.

Lessons 13-17 introduce the keying locations for functions produced in State C of the "Cybertype", which include the numbers and symbols available on the typewriter.

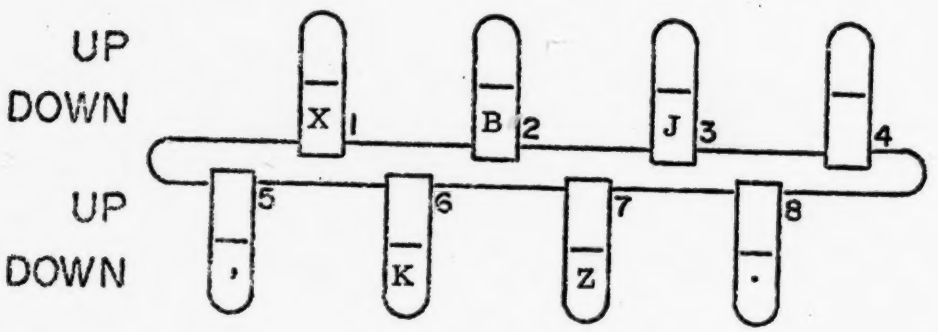

Figure 17 - State B

LESSON 12

1. Copy Words and Phrases

buzz	a book of bikes
junk	a lazy, fuzzy lizard
zero	next exit

extra	jelly jar
joke	big, black boxes
wax	six foxes
knee	jumping jacks
job	

2. Type the alphabet.

3. Type the names of the months of the year.

4. Now that you have learned to "Cybertype" all the letters of the alphabet, make up three sentences of your own and type them.

LESSON 13

The fourth Training Test should be administered at the beginning of this lesson. As usual, precede with a brief review of the functions to be tested: X, B, J, "comma", K, Z, "period". Once the test is completed, introduce the new material.

The functions to be introduced in this lesson are the numerals: 2, 3, 4, 5, 6, 7, 8, 9, and 0. These functions are produced by putting the "Cybertype" into State C, and then pushing up and down on keys 1-5, as shown below. Make sure the typewriter is in lower case.

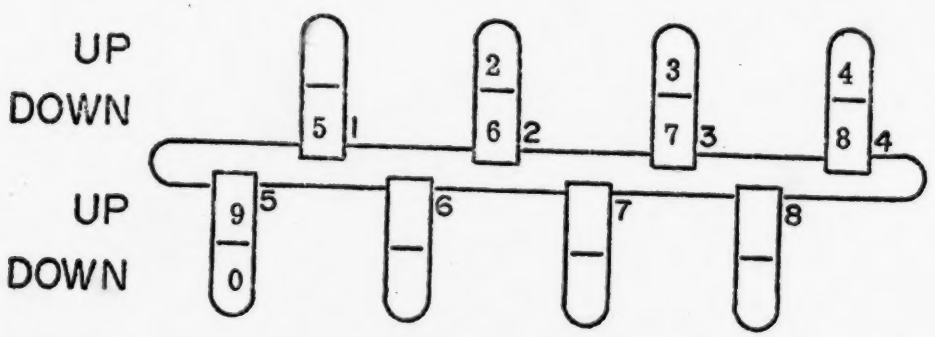

Figure 18 - State C

On some typewriters, it is necessary to use the lower case letter "l" for the numeral "1". Other typewriters will have the numeral "1" as the "push-up" function of key no. 1. Be sure to check this on your typewriter and interface before introducing the numerals to the students. If your electric typewriter employs the lower case letter "l" for the numeral "1", instruct your children accordingly. In either case, be sure to include the keying position of the numeral "1" in this lesson on numerals.

Introduce the keying locations of the numerals, and have the students complete the "Dexterity Exercises" and "Practice Sentences". The numerals are relatively easy to learn because their keying positions are arranged in ordinal sequence. Supply additional practice on the numerals for those students who need it; appropriate exercises may be found in the "Supplementary Materials" section of this manual.

TRAINING TEST No. 4

I have a book about jazz.

Bob just took six taxis.

A monkey jumped on the lazy fox.

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No. ___

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I

LESSON 13

1. Dexterity Exercises

1 2 3 4 1 2 3 4

5 6 7 8 5 6 7 8

8 9 0 8 9 0

1 2 3 4 5 6 7 8 9 0

10, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

25 34 16 78 90

57 41 63 829 0

0 1 2 3 4 5 6 7 8 9 10

2. Practice Sentences

Mother needs 2 loaves of bread and 4 quarts of milk.

I will be ready on the count of 3.

There are 7 bananas in this bunch.

A dozen is the same as 12.

John has 56 marbles and Ken has 98 marbles.

In a countdown, 0 is the last number.

1 2 3 4 5 6 7 8 9 10, ready or not, here I come.

LESSON 14

Briefly review the numerals, then adminster the 5th Training Test. Present the new material in this lesson once the test is completed.

Lesson 14 introduces some frequently used punctuation symbols which have not been taught previously. These symbols are produced in State C

by pushing up on keys 6, 7, and 8. The functions to be introduced in this lesson are /, ?, "backspace", ', ", and !.

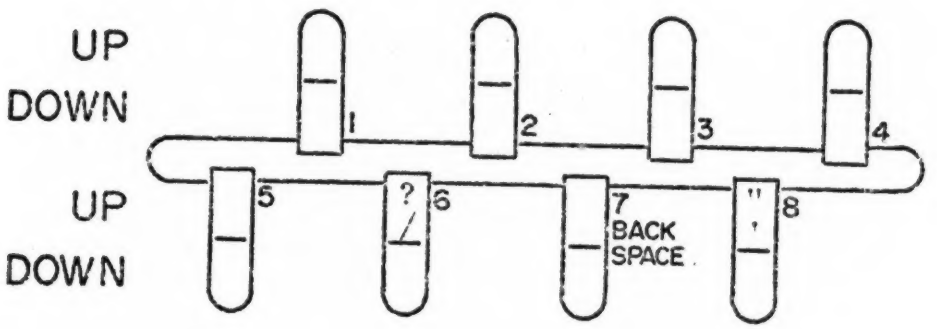

Figure 19 - State C

Introduce the symbols in the order given above, but do not introduce the ! at this time. It may be necessary to explain the significance of these symbols to some children. The / and ' are lower-case functions; the ? and " are upper-case functions; and the "backspace" can be produced in either upper or lower case.

Once the students have mastered the keying positions of the punctuation symbols, they should complete the first part of the "Dexterity Exercises". At this time, introduce the ! function. On the IBM Model C typewriter, there is no separate function for the exclamation point, but it may be produced by typing an apostrophe ('), then backspacing, and then typing a period (.). When produced in this manner, the exclamation point provides a nice review of two of the newly learned functions.

Some typewriters do have a separate ! function. Make sure to check the keying position of the exclamation point on your typewriter and teach the function accordingly. Then have the students finish the "Dexterity Exercises" and complete the "Practice Sentences".

TRAINING EXERCISE NO. 5

379 minus 379 equals 0.

4 x 6 is 24.

58 plus 1 is not 8.

62 minus 10 is 52.

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

NOTE: Attach student's paper to this form and return to C/R/I

LESSON 14

1. Dexterity Exercises

   /// ??? ''' """

   /? /? ?/ ?/

   ' " ' " " ' " '

   (practice backspace)

   //' ??" /'? "/'

   ??? /// """ ///

! ! ! !

/ ? ! ' "

? ! ' " / !

2. Practice Sentences

Do you want to come along?

"Ouch! It hurts!" cried Mike.

Is December 13, 1970 also written 12/13/70?

"That's Pam's bike," said her brother.

"What's the sum of 1/2 and 1/3?" Sam asked.

What a football game!

LESSON 15

The sixth Training Test should be administered at the beginning of this lesson. Precede the test with a review of the punctuation symbols: /, ?, ', !, ", and "backspace". Once the test is completed, present the new material contained in this lesson.

This lesson introduces the symbols produced in State C by pushing down on keys 6, 7, and 8. Most of these symbols can be used in mathematics.

The symbols to be introduced are: = + -(minus or hyphen) (underline) ; and :. Keying positions for these symbols are shown on the chart below.

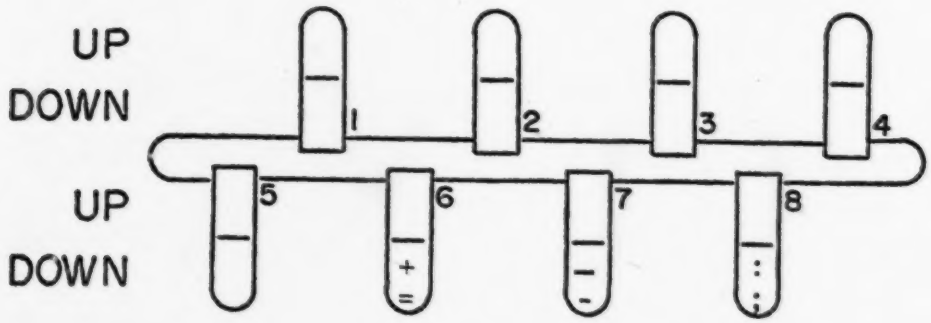

Figure 20 - State C

Again, typewriters differ as to the symbols they provide. The keying positions shown above are for the IBM Model C electric typewriter. Since some typewriters do not provide the = and + functions, be sure to check your typewriter before beginning this lesson.

As illustrated in the previous diagram, +, _, and : are upper-case functions and =, -, and ; are lower-case functions.

For multiplication, the small "x" is used, and a small "d" is suggested for the division sign. The "d" has been chosen to represent "divided by".

Have the students complete the "Dexterity Exercises", the "Practice Sentences", and the math problems on the exercise sheet. Provide additional practice materials for students requiring further assistance.

TRAINING EXERCISE NO. 6

Tom asked, "Does anyone need a pen?"

Help! I've been robbed!

Is today's date 6/11/71?

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I

LESSON 15

1. Dexterity Exercises

=== +++ --- ___(three underlines)

;;; ::: --- +++

=+ =+ += -_ -_ _-

;: ;: ;: =+-_;:

:;_-+=

x x x d d

2. Practice Sentences

I am here; Dad is over there.

Buy the following: coffee, milk, cookies and doughnuts.

Ann is 8; Mary is 9.

Begin the letter with Dear Sir:.

Do you have the book Hello, Mrs. Taylor-Jones.

3. Math Problems

2 + 6 = 8 5 - 1 = 4

3 x 3 = 9 10 - 7 = 3

4 d 2 = 2

14	9	6	24	39	4
+3	- 5	x2	+1	-8	x3
17	4	12	25	31	12

Just for fun:

10	5	7	26	3
-1	+3	x2	-8	x4

LESSON 16

This is the last formal lesson of this Instruction Manual. There is one more lesson, but it is completely optional. That lesson deals with the infrequently used punctuation symbols which are found on the typewriter. Since students do not use these symbols in their daily work; the teacher should decide whether or not Lesson 17 should be taught.

Begin Lesson 16 by administering the seventh Training Test. The exercise sheet for this lesson consists of suggestions for creative writing. However, for this exercise, children should be encouraged to develop their own ideas in creating stories to be printed using their interfaces.

LESSON 16

Suggestions for Creative Writing:

Once there was a little boy who loved _____

Once I found _____

The funniest thing I ever saw _____

Once a _____ lived deep in the woods _____

Once upon a time, long ago _____

Once there was a family of purple caterpillars _____

TRAINING EXERCISE NO. 7

3 + 2 = 5

6 - 3 = 3

Dear Sir:

Bambi is a good book.

Good-bye; come again soon.

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Training Exercise Test No

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I

LESSON 17

As previously mentioned, this is an optional lesson which deals with the remaining punctuation symbols found on the typewriter. These symbols are: @ # $ % ¢ & *( ). These functions are produced in State C by pushing up and down on keys 2-5. The typewriter must be in the "shift lock" position (when in the "shift unlock" position, keys 2-5 type the numerals).

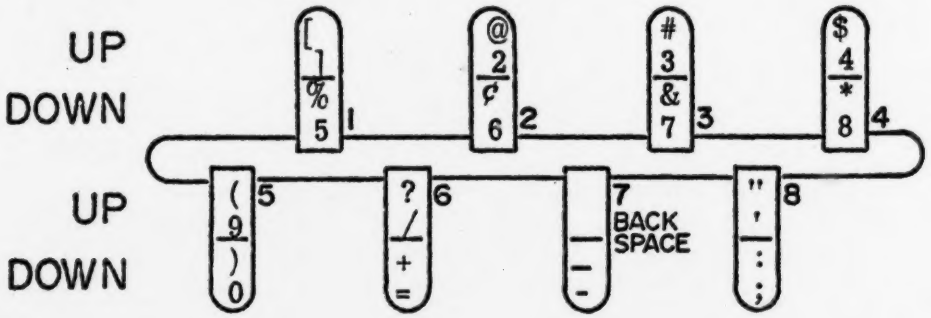

Figure 21 - State C

Key no. 1 differs in coding with the various typewriters used in "cybertyping". For example, on some typewriters, key no. 1 is coded with brackets [ ], while other typewriters have the numeral "1" in the lower case, and some punctuation sign in the upper case for key no. 1.

You can verify the keying positions for punctuation symbols in the following manner: (1) Check the numeral keys on your typewriter to find the desired symbol, remembering that the symbols are the upper-case functions; (2) note the keying position for the numeral corresponding to the desired symbol; (3) place the typewriter in the "shift lock" position; and (4) type the desired symbol.

After the students have become familiar with the new symbols, have them proceed to the "Dexterity Exercises" and "Practice Sentences". If desired, the students can be given a Training Exercise Test for these new symbols.

LESSON 17

1. "Dexterity Exercises"

@@@ ### $$$ %%% ¢¢¢ &&& *** ((( )))

))) (((*** &&& ¢¢¢ %%% $$$ ### @@@

@#$ @#$ @#$

%¢& %¢& %¢&

*() *() *()

$¢ $¢ #% #% @& @& *) *) (# (#

@ # $ % ¢ & * ( )

) (* & ¢ % $ # @

2. Practice Sentences

Ellizt & Co. sold 17 of their model #345 clock radios @ $50.00 each.

Did you know that 25% of $1.00 is 25¢?

An asterisk (*) is often used in textbooks.

The bank charged 6% interest on loans of $100 or more.

Smith & Sons bought pencils (the #3 kind) @ 40¢ a dozen.

SPECIAL TRAINING EXERCISE

Mumm & Co. only uses #2 pencils.

The author used an asterisk (*) to note a special fact.

I bought 2 yards of fabric @ 25¢ a foot.

He took 15% of his $100 and put the money in the bank.

TRAINING EXERCISE SHEET

Scoring Sheet

Student's Name: _____

Teacher: _____

Date: _____

Location: _____

Optional Training Exercise Test No. ____

1. Location in Cybertyping at end of first minute:

   Letter _____ Word _____

2. Total time for completion: _____

Note: Attach student's paper to this form and return to C/R/I.

GENERAL SUPPLEMENTARY MATERIALS

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COPY AND COMPLETION EXERCISES

One, two, and three letter words are used in this particular set of copy materials to provide the student with extensive practice on new letters. Word lists are arranged for each letter group in the "Cybertype" code. Each word list employs letters from its letter group and from those groups previously introduced to the student.

Letter Group: T, E, A, M, C, I, N, O

A	TEA
I	TOE
AT	TIE
ME	INN
ON	ATE
IN	ONE
AM	MET
IT	ACE
NO	TIN
MAT	NON
ICE	MAN
TEN	TAN
NOT	ANT
CAT	CAN
MEN	NET
AIM	TEE
EAT	ION
TON	TOO
ACT	
COT	

Letter Group: L, U, R, F, H, D, S

DID	DAD
SHE	END
RAN	SEA
USE	SEE
OFF	DIM
AND	RUN
HIT	FUR
HER	AIR
LOT	RAT
HUT	OUT
HIS	US
SAD	RED
HOT	HEN
ALL	LET
HAD	LIE
CUT	DOC
FAT	FIR
FUN	HAS

Letter Group: U, P, Q, G, W, Y

NOW	EVE
QUO	WAY
VET	GO
POP	YES
EGG	EYE
QUA	GUM
VIA	TWO
PUG	PRY
PAY	VAN
WIG	PIG
OWN	YOU
RAG	TOP
GAY	WIN
VET	PLY
MUG	YET
VIM	WAR

Letter Group: X, B, J, K, Z

MIX	BOX
VEX	JAB
BOX	KIN
JOY	ZAP
KEY	FOX
ZIP	BUS
AXE	JAM
BAD	KEY
JIG	ZIP
KIT	TAX
ZOO	BIG
BUG	JAG
INK	BOY
SIX	ASK

Sample Fill-in Exercises

The following section provides examples of fill-in exercises. Similar work sheets may be constructed at your own discretion.

FILL IN THE BLANKS

Example: I ATE AN ONION

I BOUGHT _____

I BROUGHT _____

I PEELED _____

I COOKED _____

TYPE THE COLOR WORDS: THEN COMPLETE THE SENTENCES

RED	BROWN
PURPLE	BLUE
GREEN	YELLOW
BLACK	WHITE
ORANGE	

WHAT COLOR IS IT?

1. LETTUCE IS _____
2. BREAD IS _____ OR _____
3. BANANAS ARE _____
4. BEETS ARE _____
5. CARROTS ARE _____

Exercises with Common Letter Groups

This section provides copy exercises with words and sentences employing common two- and three- letter groups.

PRACTICE ON THE "AND" LETTER GROUP

and	brand	Andy
band	grand	dandy
hand	strand	handy
land	handle	sandy
sand	sandal	candy
wand		andante

Hand Andy and Sandy a handle.

A grand band landed on the sand.

I sand and sand and sand a handle.

Andy has dandy sandals.

PRACTICE ON THE "AT" LETTER GROUP

at	sat	ate
bat	vat	date
fat	brat	fate
eat	spat	gate
hat	flat	late
oat	that	mate
mat	boat	slate
pat	float	plate
rat		berate

I eat.

A cat spat at the rat.

A cat sat in a hat on a mat.

I hate late dates.

PRACTICE ON THE "ING" LETTER GROUP

king	sting	mingle
ring	string	single
sing	thing	tingle
wing	wring	cringe
fling	finger	fringe
bring	singer	

Bring the king a ring.

My ring finger tingles.

Sing, sing, single singer.

The king is singing and ringing a bell.

Let's go sliding and sleigh riding, singing while we're swinging.

PRACTICE ON THE "TH" LETTER GROUP

than	third	three	earth
thank	thirteen	thrill	fourth
that	thirty	throat	growth
thaw	this	throw	health
then	thistle	thumb	math

thief	Thomas	thunder	path
thick	thorn	Thursday	strength
thimble	though	bath	truth
thin	through	birth	with
thing	tough	both	wrath
think	threat	death	youth

This is that thin thing.

I think this thimble is thicker than that thimble.

A thorn in the path threatened the growth and health and the strength of the youth.

PRACTICE ON THE "THE" LETTER GROUP

the	theory	bathe	mother
theater	therapy	bother	other
thee	there	brother	rather
theft	these	either	smother
their	thesis	ether	weather
them	they	father	whether
then	another	heather	wither

The cat sat in the hat on the mat.

They like the hat of the other brother.

The ant ate the oat in the hat.

Exercises with Poems and Jingles

This section provides poems and jingles for children to copy. Many children find such poems fascinating, and these exercises provide additional practice in producing repetitive letters and words.

LIONS LEAPING LIONS

LEAPING LIONS LEAPING

LEAPING IN THE GRASS

LEAPING HERE LEAPING THERE

A MILLION TOMATOES

A MILLION TOMATOES

TOMATOES RED RED RED

I SHALL EAT A RED RED RED TOMATO

A CAT IS A CAT,

IS A CAT, IS A CAT

AND THAT IS THAT, IS THAT

IS THAT IS THAT,

AND THAT IS A CAT,

IS A CAT, IS A CAT

AND THAT IS THE END OF THAT,

THAT CAT.

A LOOSE TOOTH

IS A SERIOUS MATTER

IN A MEAN ANIMAL.

HE CAN DREAM

A MILLION DREAMS

AND NOT CATCH

A SMALL SMELL OR

TASTE A TENDER MORSEL.

COPY EXERCISES USING COMMON ABBREVIATIONS

MONDAY	MON.
TUESDAY	TUES.
WEDNESDAY	WED.
THURSDAY	THURS.
FRIDAY	FRI.
SATURDAY	SAT.
SUNDAY	SUN.
MARYLAND	MD.
VIRGINIA	VA.
DISTRICT OF COLUMBIA	D. C.
PENNSYLVANIA	PA.

JANUARY	JAN.
FEBRUARY	FEB.
MARCH	MAR.
APRIL	APR.
AUGUST	AUG.
SEPTEMBER	SEPT.
OCTOBER	OCT.
NOVEMBER	NOV.
DECEMBER	DEC.

"CYBERTYPE" WORD LIST

This section provides lists of commonly used words arranged for each letter in the "Cybertype" code. The order of presentation for letters within each letter group is consistent with the presentation order for letters in the Instruction Manual for 3 x 16 "Cybertype" dual-input systems.

Word lists for each letter are based on that letter, or on letters in groups previously introduced. After teaching a complete letter group (e.g., T, E, A, M), the word lists for each letter in that series may be used as a source for further practice.

This section is also intended for use in the composition of sentences, and should be particularly helpful in practice and reinforcement of the letter-keying code in the early stages of instruction with the "Cybertype" system.

Letter Group: T, E, A, M

a
am
at
ate
eat
mama
mat
mate
me
meat
meet
met
tame
tea
team
tee

Letter Group: C, I, N O

ace
act
aim
amen
an
ant
attention
came
can
cancan
cane
canine
cannon
canoe
canteen
cat
cent
coat
cocoa
coin
come
cone
cot
cotton
I
ice
in
into
ion
iota
it
item
main
man
mane
mean
meant
men
mention
mice
mine
mint
moan
moat
mom
moment
moon
motion
name
nation
neat
net
nice
nine
nit
no
none
noon
not
note
oat
ocean
on
once
one
onion
tan
teen
ten
tent
tie
time
tin
tint
to
toe
tomato
ton
tone
too
toot
tot
tote

Letter Group: L, U, R, F

L

ale
ali
alien
alone
animal
call
calm
camel
cancel
claim
clam
clean
cleat
coal
coil
cool
lace
lame
late
lean
lemon
let
lice
lie
lilac
lilt
lime
limit
line
lion
little
loan
lone
loom
lot
mail
mailman
malice
mall
mallet
malt
melon
melt
metal
mile
mill
million
mole
moment
motel
nail
tail
tale
talent
tall
tell
till
toll

U

acute
aluminum
aunt
caution
clue
count
cue
cult
cut
cute
cuticle
cutlet
intuition
lettuce
lute
minute
mountain
mule
mute
mutt
nun
nut
out
talcum
tune
tunnel
ultimate
uncle
undone
undue
unit
unite
unnail
untie
until

R

acre
air
are
arm
cancer
car
care
carrier
carrot
carton
cartoon
center
circle
citric
clear
color
concert
corn
corner
cram
crate
cream
create
criminal
critic
cruel
cure
curtain
electric
enter
entire
ice cream
iron
later
learn
letter
literate
matter
meteor
mirror
molar
more
near
nor
occur
or
our
race
rain
ran
rare
rat
rate
ration
rattle
real
rear
reel
relation
rent
retain
retire
rice
roar
role
roll
room
root
rot
rotate
rotten
route
ruin
rule
run
rut
tar
team
tenor
terrain
terrier
tire
tore
torn
trace
train
trait
traitor
tree
trio
trot
trout
true
turn
turtle

Letter Group: L, U, R, F
(continued)

F

affection
after
afternoon
artificial
calf
careful
effort
face
fail
fair
fall
fallen
falter
fame
fan
far
farm
farmer
fat
fault
fear
fearful
feat
feet
fell
felt
fence
fill
fine
fire
fit
flat
float
floor
flour
foot
for
four
free
from
front
fruit
full
fun
fur
furniture
future
if
leaf
left
life
lift
of
off
office
often
roof

Letter Group: H, D, S

H

ache
another
catch
chain
chair
chalk
chance
chant
chart
chat
cheat
cheer
chief
chill
chin
china
chocolate
choice
church
churn
cloth
couch
each
earth
either
father
farther
feather
forth
hair
half
hall
halt
ham
hammer
hat
hate
he
hear
heart
heat
hell
hello
hen
her
here
hi
hill
him
hit
hive
hole
home
horn
hot
hour
huff
hunch
hunt
hurl
hurt
lather
leather
lunch
march
month
moth
mother
mouth
much
munch
neither
north
oh
other
ranch
rather
reach
rich
teach
than
that
the
theatre
their
them
then
there
thin
thirteen
thorn
threat
threaten
three
throat
tooth
torch
touch

D

accident
ad
add
afraid
aloud
and
around
card
child
children
cloud
cold
cradle
dad
dance
dare
date
dead
dear
deer
did
die
different
dime
dinner
dirt
do
doctor
doll
dollar
done
door
dot
dream
dried
end
fade
feed
field
find
food
found
fried
friend
had
hand
hard
head
heard
hid
hide
hold
hundred
idea
laid
land
lead
led
lemonade
load
made
medicine
mend
middle
mind
need
nod
old
order
radio
read
red
ride
road
rode
round
third
tired
told
trade
tried
under

S

across
address
almost
also
as
careless
case
cash
cause
chase
choose
chose
chosen
Christmas
class
close
cost
course
cousin
cross
cushion
dentist
discuss
dish
does
dress
dust
easiest
east
Easter
else
eraser
fast
finish
first
fish
flies
fresh
has
her
herself
himself
his

Letter Group: H, D, S
(continued)

S

horse
hose
house
indoors
inside
instead
interest
is
its
last
lesson
listen
loose
lose
lost
measure
miss
most
mouse
muscle
music
muss
must
nearest
nest
noise
nose
nurse
outdoors
outside
reason
rest
rinse
roast
rooster
rose
rush
sad
said
sail
salt
same
sand
sat
school
sea
season
seat
second
see
seed
seem
seen
self
sell
send
sent
set
shall
share
she
sheet
shell
shine
shoe
shoot
short
should
shoulder
shut
side
sir
siren
sister
sit
slam
small
smell
smile
snore
so
soft
sold
soldier
some
sometime
soon
sore
sound
south
stain
stairs
stand
star
start
station
steal
still
stomach
stone
stood
store
storm
street
such
suit
summer
sun
sure
taste
tease
test
these
this
those
thousand
toast
toss
trash
tries
us
use

Letter Group: V, P

V		P		
alive	shave	airplane	pet	surprise
avalanche	shelve	apple	piano	top
avocado	shiver	camp	picnic	
cave	silver	cap	picture	
cavern	stove	captain	pie	
convent	survive	cup	piece	
convert	vanilla	deep	pin	
cover	vault	dope	pipe	
crave	velvet	drop	place	
deliver	vine	elephant	plain	
dive	violin	help	plate	
divide	visit	hop	please	
drive	vivid	hope	point	
drove	voice	lamp	policeman	
eleven		lap	poor	
even		leap	popcorn	
evening		lip	porch	
eventful		nap	post	
ever		open	pot	
every		pail	potatoes	
everything		pain	pound	
evolve		paint	present	
five		pair	press	
harvest		pal	prove	
have		pan	pull	
heaven		pants	put	
heavy		papa	shape	
leave		paper	sheep	
level		parade	ship	
live		parents	shop	
loaves		part	sleep	
love		pass	slip	
move		past	soap	
never		paste	soup	
over		pat	space	
overalls		path	spat	
rave		peach	spoon	
revive		peanut	spot	
river		peas	spread	
save		peel	step	
serve		pen	stop	
seven		pencil	supper	
several		people	suppose	

Letter Group: Q, W, G, Y

Q

quarrel
quarter
queen
question
quiet
quit
quite
square
squash
squirrel
squirt

W

allow
answer
awful
clown
cow
crowd
crown
down
draw
drawer
fellow
few
flower
follow
how
low
new
now
own
pillow
row
sandwich
saw
sew
shadow
show
slow
snow
sweat
sweater
sweep
sweet
throw
tomorrow
towel
town
twelve
two
wait
wall
want
war
warm
was
wash
waste
watch
water
wave
we
wear
weather
weave
well
went
were
west
wet
what
wheat
wheel
when
where
whether
which
while
whisper
white
who
whole
whom
whose
wide
wild
will
win
wind
window
winter
wish
witch
with
without
woman
women
wonder
wood
wool
word
wore
world
would
wrap
write

G

again
against
age
ago
along
angel
change
cough
danger
dig
dining
dog
drug
edge
egg
eight
engine
enough
fight
finger
flag
flight
forget
forgot
frog
gallon
game
garage
garden
gas
gate
gave
get
ghost
gift
giraffe
girl
give
glad
glass
glove
go
goat
goes
going
gold
golden
gone
good
gorilla
got
grade
grain
grandfather
grandmother
grape
grass
great
green
grew
ground
grow
guess
guest
gum
hang
high
hung
large
laugh
leg
light
long
might
morning
neighbor
night
nothing
orange
page
pig
rag
right
ring
rug
sign

Letter Group: Q, W, G, Y
continued

G		Y
something	already	puppy
song	always	ready
spring	angry	say
sting	any	silly
straight	anything	sorry
string	away	stay
strong	candy	story
sugar	chimney	they
though	city	thirsty
thought	company	today
through	copy	toys
together	country	try
tongue	crayons	twenty
tough	cry	ugly
wagon	day	valley
wedding	dirty	very
wig	dry	way
wing	early	why
wrong	easy	worry
	empty	yard
	eye	year
	family	yell
	fly	yellow
	funny	yes
	gray	yesterday
	grocery	yet
	happy	you
	hungry	
	hurry	
	lady	
	lay	
	many	
	may	
	money	
	my	
	myself	
	only	
	party	
	pay	
	penny	
	play	
	pony	
	pretty	

Letter Group: X, B, J

X

are
except
excite
exit
expect
fix
fox
mix
next
six
taxi
wax

B

about
above
automobiles
babies
baby
bad
bag
ball
balloon
banana
band
bandage
barn
bat
bath
bathe
be
beans
bear
beat
beautiful
because
bed
bee
been
beer
before
began
begin
begun
behind
believe
bell
belong
bend
beside
best
better
between
bicycle
big
bill
bird
birthday
bit
bite
bleed
bless
blood
blow
blue
board
boat
body
bond
bone
born
both
bottom
bought
bow
bowl
box
boy
branch
brave
bread
bright
bring
broom
brother
brought
brown
brush
bug
building
built
bumblebee
bump
burn
burnt
burp
bus
busy
but
butcher
butter
butterfly
button
buy
by
climb
cupboard
double
goodbye
habit
lamb
number
rabbit
remember
ribbon
rob
robin
rub
rubber
table
thumb
tub
umbrella

J

jail
jam
jar
jelly
job
join
joy
juice
jump
just
pajamas

Letter Group: K, Z

K

ask
awake
awoke
back
bank
bark
basket
beak
bike
black
blackboard
book
break
breakfast
brick
broke
cake
check
cheek
chicken
clock
cook
cookie
crackers
creek
dark
drink
duck
fake
fork
handkerchief
joke
keep
kept
key
kick
kill
kind
king
kiss
kitchen
kitten
knee
knew
knife
knock
know
lake
like
lock
look
make
mark
market
milk
monkey
napkin
neck
nickle
park
peck
pick
pickle
pocket
quack
quick
rock
sack
shake
shook
sick
silk
skates
skin
skirt
sky
smoke
snake
socks
speak
spike
spoke
squeak
steak
stick
stocking
strike
suck
take
talk
thank
Thanksgiving
thick
ticket
took
truck
wake
walk
week
work

Z

breeze
buzz
crazy
dozen
freeze
frozen
fuzzy
jazz
lazy
prize
puzzle
quiz
raze
razor
size
sneeze
waltz
zebra
zero
zipper
zoo
zoom

"CYBERTYPE" PRACTICE SENTENCES

The following sentences are designed to emphasize and reinforce the learning of newly introduced letters. For each letter (with the exception of T, E, A, M, C, I, N, O) there are at least four sentences, each sentence using the pertinent letter a minimum of three times, and using with it only those letters from the same "Cybertype" letter group previously introduced.

To further supplement your activities, you may want to compose similar sentences by referring to the "Cybertype Word List," in the preceding section.

Note: Where possible, emphasis should be placed on the development of student creativity by encouraging students to compose their own sentences with their "Cybertype" systems, using the sentences in this section as models.

PRACTICE SENTENCES FOR THE T, E, A, M, C, I, N, O "CYBERCODE" SERIES

(Use after entire series has been introduced)

T, E, A, M, C, I, N, O

At noon I eat in a tent.

Matt met me in a mine.

I note a nation at attention.

Cotton came in a tin can.

Tom ate tame meat.

A neat teen met me in a tent.

A cat ate an ant.

I can aim a coin into a tin can.

No one can eat an onion.

A mean canine ate nice mice.

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PRACTICE SENTENCES FOR THE L, U, R, F, H, D, S "CYBERCODE" SERIES

(Use after the entire series has been introduced)

L

Tell Ellen to call.

A late lad eats less.

Let a child lead the line.

Little Millie lost her doll.

Tell Tillie a tall tale.

Elsa is a real cool doll.

U

Stu could use us.

The nurse rushed us out.

Cut a rut under our cute house.

Uncle Curt runs around our church each hour.

Let us discuss musical matters.

R

A rear tire tore.

A rat ran under a tree.

Aaron ran near a train.

An iron train ran into a rotten tree root.

I enter an eerie terrain.

L, U, R, F, H, D, S (continued)

F

A fat father fans his face.

Find a foot of felt.

Flat feet often fall.

Find Fran a full loaf.

I fear a fish fell off the roof.

H

She has his hose.

He has thin hair.

He has three shoes.

The hen hit the horse on the head.

He harnesses his horse at the station.

D

Dad had a red radio.

Hand Dot a dish.

A sad dad had a hot head.

Dad and Ed stand in the sand.

The distant dentist does not season his roast hen.

L, U, R, F, H, D, S
(continued)

S

Teens sit on seats.

Toss Rose a stone.

Roast toast is in season.

Sara Stasson stores onions in a stone seat.

A senior senator starts a sensation.

PRACTICE SENTENCES FOR THE V, P, Q, G, W, Y "CYBERCODE" SERIES

(Use after entire series has been introduced)

V

I shave every evening.

Lovely ladies never dive.

Give Victor five heavy gloves.

Eve and Harv have every vote.

I have never lived over a valley.

P

Pat planted peas in a pot.

Please pass Paul a pail of paint.

Peter sleeps up on top of a piano.

Pam helped Pat peel potatoes.

Pop slipped and dropped his piece of apple pie.

V, P, Q, G, W, Y
(continued)

Q

Quit quarreling and be quiet.

The quiet queen requires a quilt.

You can form quite a square quietly.

A squirrel squealed and squirted squash.

G

Go get a gold ring.

A large ugly pig got angry.

Eggs get longer in spring.

Gail Higger gets green grape gum.

Angry angels fight grog and eggnog.

W

We want warm weather.

Wild winter winds howl.

We will wash with water.

Willie wants to win a new watch.

Wanda wore a yellow wool wig.

V, P, Q, G, W, Y
(continued)

Y

Sally yells all day.

Fay can only pay a penny.

Dirty dry crayons made Mary cry.

If you do not pay today you may be sorry.

My city already has a candy company.

PRACTICE SENTENCES FOR THE X, B, J, K, Z "CYBERCODE" SERIES

(Use after entire series has been introduced)

X

Fix a box for the fox.

Rex will be six next week.

I see six taxis at the next exit.

An anxious axman expects a maximum of sixteen trees.

B

Boy babies bite better.

Bill built a blue boat.

Baby Bess bit her rubber rabbit.

Bob rubbed his bruised bottom.

Beer and beans made Mable burp.

X, B, J, K, Z(continued)

J

Jane just jumped.

Jolly Jimmy enjoys jam and jelly.

Jon juggles juicy objects.

Major Johnson joined a banjo band.

K

Jack took his bike back.

Kate kissed her black kitten.

I like to bake cakes and cookies.

Dick picked a peck of pickles.

Z

Bees buzz and zoom lazily.

I need a dozen large size zippers.

The zebra waltzed with the fuzzy bear.

In winter Suzie wheezes and sneezes and freezes.

TOPICS FOR CREATIVE WRITING

(Note: Suggest these topics only after all letters, symbols, and functions in the "Cybercode" have been introduced).

Once there was a little boy who loved (popsicles)...

One day when Bobby got home from school he found an enormous_____on the doorstep.

Once upon a time there was a family of purple caterpillars ...

Once I found ...

Once a_____lived deep in the woods ...

Once in a far away land ...

Once upon a time long, long ago ...

Deep in the jungle, on the top of a great big tree ...

PERSONAL TOPICS FOR ORIGINAL WRITING

My friends ...

My family ...

My favorite things ...

My favorite foods ...

Me ...

WRITE A STORY.

WRITE A STORY.

Imagine . . .

a green froggy all soggy
a sleepy sloth walked by a moth
a turtle gruff in a huff
playing in the hay today
having peanut butter on your shutter
a hug from a bug

Use your imagination to "Cybertype" a story about one of the above topics.

Imagine that the following things have happened to you. Tell what you did.

What happened when you clucked at a duck?
What happened when you bonged on a gong?
What happened when you slipped on a ship?
What happened when you got muddy with a buddy?

What would we see if ...

we visited the zoo?

we went to a farm?

we went to a supermarket?

we went to a theater?

we toured an art museum?

we went to school?

we went to the beach?

we visited your house?

What would happen if ...

everyone in the classroom talked at once?

the clock in your house didn't work?

you left a dog and some hamburger alone in the same room?

someone brought a little snowman into the room and set it on his desk?

everything fell <u>up</u> instead of down?

the bell at the end of your recess period didn't ring?

the sun continued to shine all night long?

CREATIVE ANSWERS

Think of and list 5 things you could do with . . .

a paper napkin

clothespins

a long piece of wire

a catalog

a wash cloth

a big box

a tiny box

toothpicks

a magazine

an old plastic tablecloth

a twig

a hook

a piece of rope

a paper clip

empty orange juice cans

marshmallows

CREATIVE ANSWERS

List all the things you can wear on your hands.

List all the things you can wear on your feet.

List all the things you can think of that are red.

List all the things you can think of that are hot.

List all the things you can think of that are shaped like a triangle.

List all the things you could do with your nose.

LANGUAGE BUILDING EXERCISES

(Note: These exercises should be used only after children have learned the entire letter-keying code.)

SYNONYMS

Synonyms are words that have the same meaning.

Type these sentences using a synonym for the underlined word.

Example: That woman is my mother.
Answer: That lady is my mother.

1. I gave the letter to the postman.
2. My dad went to work.
3. Joe cannot find his galoshes.
4. The lad is ten years old.
5. The sunset was pretty.
6. The puppy ran across the street.
7. The bird flew toward the nest.

ANTONYMS

Antonyms are words that have opposite meanings.

Here is a list of paired words. Some are opposites (antonyms) and some are not. Choose the antonym word groups and type them.

Example: work, play
Answer: work, play

Example: tiny, wee
Answer: (do not type anything)

1. hot, cold
2. fish, feet
3. big, little
4. fast, slow
5. fun, games
6. angry, happy
7. cry, weep
8. white, black
9. dry, wet
10. all, none

HOMONYMS

Homonyms are words that sound alike.

Type the words that sound alike in each set.

Example: bore, born, boar
Answer: bore, boar

1. fur, for, four
2. your, our, hour
3. to, toe, two
4. mane, main, mean
5. soar, sour, sore
6. so, sew, sue
7. sun, sin, son
8. at, ate, eight
9. see, so, sea
10. scene, son, seen

How many words can you type using only the letters in the word DICTIONARY?

Type them. (You may use the same letter more than once.)

How many words can you type using only the letters in the word CHARLIE BROWN?

Type them. (You may use the same letter more than once.)

Which month is it? (Type your answer.)

January
February
March
April
May
June
July
August
September
October
November
December

How many words can you type using only the letters in the name of this month? Type them.

COMPLETE THE RHYMES

ON THIS PAGE

Worms wiggle.
Girls _____.

Sheep sleep.
Lions _____.

I climb a tree
To see the _____.

He will float
Beside the _____.

I sat on a ledge
To cut the _____.

He sat still
As he rode down the ___.

I have a rock
In my _____.

I like jam
With my _____.

See the locks
On the _____.

It has a crack
In _____.

Quick kittens
With muddy _____.

It was a joy
To see the _____.

WORD BUILDING EXERCISES

Form words by using the following letters to fill in the blanks.

t n r s h d c l m

_in	_at	_ate
_in	_at	_ate
_ain	_an	_at
_ain	_an	_at
_ot	_eat	_an
_ot	_eat	_an
_one	_am	_am
_one	_am	_am

COMPLETION EXERCISES

Complete the last word in each line, and type the sentences.

1. Mother has a pretty r_____.
2. Bob plays with his d_____.
3. Susan can read a b_____.
4. Tom works with a s_____.
5. Jack wants a b_____ _____.
6. Larry rides in a c_____.
7. Tom can fly his k_____.

"B" WORDS

Arrange and type these words in alphabetical order.

bike

bird

barn

ball

bat

bear

book

bed

Copy these sentences; fill in the missing words from the list above.

1. You sleep in a _____.
2. Cows live in a_____.
3. You read a_____.
4. You may find a _____ in the zoo.
5. You hit a ball with a___.
6. The boy rides his_____.
7. A_____can fly.

"K" WORDS

Think of a word that begins with "K," and type your answer.

1. It is a girl's name. _____
2. It can fly high on a windy day. _____
3. It is soft and small. _____
4. It can jump very far. _____
5. You can unlock a door with it. _____

"L" WORDS

Type only the names of things that grow, choose them from this list.

leaf
letter
laugh
lamp
lock
lamb
light
lion
leg

What goes with this word?

shoes

bread

mother

sister

hot

sun

fork

bacon

cat

cake

work

NUMBERS AND MATH SYMBOLS

(Note: These exercises are to be used only after students have learned the entire letter-keying "Cybercode".)

1. Number Practice

1	2	3	4	5	6	7	8	9	10
10		20		30		40		50	
60		70		80		90		100	
91		28		73		46		50	
1950				1960				1970	

2. Number Sentences

1 and 1 are

2 plus 3 is

4 minus 2 is

Today is _____
month day year

Count to ten:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___

ADDITION:

1 + 1 = ___

2 + 2 = ___

3 + 3 = ___

4 + 4 = ___

5 + 5 = ___

6 + 6 = ___

7 + 7 = ___

8 + 8 = ___

9 + 9 = ___

10 + 10 = ___

1 + 2 = ___

3 + 4 = ___

5 + 6 = ___

7 + 8 = ___

9 + 10 = ___

SUBTRACTION:	MULTIPLICATION:	DIVISION:
6 - 5 =	3 x 4 =	10 d 5 =
8 - 3 =	6 x 4 =	8 d 4 =
7 - 3 =	7 x 3 =	9 d 3 =
9 - 2 =	4 x 5 =	12 d 3 =
7 - 5 =	2 x 8 =	21 d 7 =
3 - 3 =	3 x 8 =	15 d 3 =
9 - 8 =	5 x 1 =	32 d 4 =
24 - 24 =	5 x 7 =	4 d 1 =
24 - 20 =	6 x 6 =	20 d 5 =
24 - 4 =	7 x 4 =	
268 - 268 =	9 x 5 =	
268 - 0 =	2 x 3 =	
3895 - 1 =		

MATH PRACTICE:

$2 + 4 =$ ___

$3 + 7 =$ ___

$10 + 5 =$ ___

$32 - 2 =$ ___

$49 - 9 =$ ___

$26 - 6 =$ ___

$4 \times 2 =$ ___

$6 \times 3 =$ ___

$29 \times 1 =$ ___

$6 \div 3 =$ ___

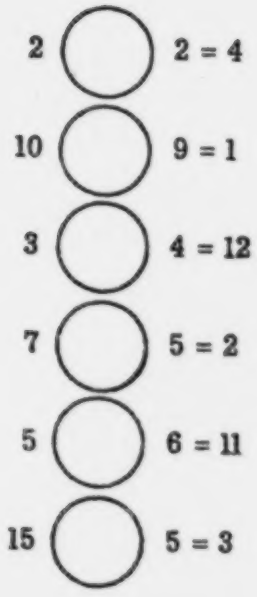
$10 \div 2 =$ ___

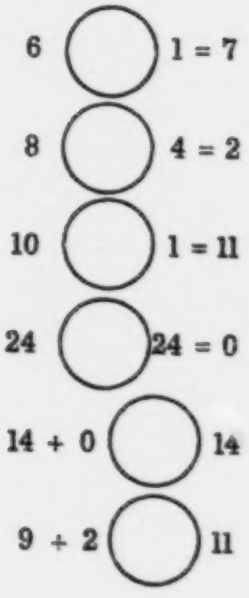
$16 \div 4 =$ ___

25	400	444	869
+33	+200	-222	-634

8	4	3
x3	x7	x1

Place the Correct Math Symbol in the Circle:





LETTERS, PUNCTUATIONS, AND NUMERALS

INTEGRATION EXERCISES

The copy exercises on the following pages employ all the functions taught in the "Cybertype" code. Each function is used at least twice, while the more common functions are used repeatedly.

e o t n a i r s c h l d m u f b p g y w v j q k z . x

(S p) r u v e s f j o c b q t h p k

n l g z a d y . i m w x

1 2 3 4 4 3 2 1 5 6 7 7 6 5 8 9 0 0 9 8

0 1 2 3 4 5 6 7 8 9 10

5 24 361 7000 89

/ ? ' " ; : ! ? ! " ; / : '

= + - _ x d _ + - =

Isn't Joe's dog lost?

Aunt Mary said, "Happy Birthday!"

Twenty-three men, women, and children came to the party.

342 - 342 = 0

Men landed on the moon on 7/19/69.

The electric lamp was invented January 27, 1880, by Thomas A. Edison.

10 + 2 = 12; 11 + 1 = 12

The quick king waltzes very exuberantly.

Dear Sir:

Shopping List:

2 loaves of bread

3 boxes of cereal

4 quarts of milk

5 bananas

6 eggs

7 slices of ham

8 oranges

I have chocolate, vanilla, and strawberry; which do you want?

Do you want nuts too?

Yes, please.

Thank you, Mrs. Sands.

This is another way to write a date. It is shorter and uses only numerals.

Using January 26, 1972 as an example, follow Steps 1 through 5 to write it the short way on your "Cybertype."

Step 1:	January is the first month; call it "1."
Step 2:	Make a slash.
Step 3:	Put the numeral date of the month (26).
Step 4:	Make another slash.
Step 5:	Then type the last two digits of the year (72).
Answer:	1/26/72

How would you write February 14, 1965, the short way?

Type today's date the short way.

Type your birthday this way too.

I am thirsty.
May I have a glass of water?
Thank you, Mother.

What did Debbie have in her purse?
She had 2 combs, a mirror, 7 bobbi pins, 6 tissues, and 45 cents.

I can't do that.
Don't touch the hot pot.
"I' m ready," said John.
"Ouch!" yelled Sally

= - ' , / + " , ? ! ! !

Will you please open the door?

"I'm ready."

Thank you, Dad.

Hi, Cathy!

Nov. 23, 1970: 11/23/70

My brother is twenty one!

"Hello, John !" called Randy.
"How about playing ball?"
John said, "I'd like to, but I can't right now."

"Which is blue? Joe's book, Mary's pencil, Judy's paper, or Bob's ruler?" asked Miss Mann.
"Bob's ruler!" answered Sue.
"My book is green," said Joe.

Dear Sir:

This is not the doll that I ordered. Please send the one that has red hair.

Thank you.

Sincerely,

Dear Sir:

This is not the car that I ordered. Please send the red one that costs ninety cents.

Thank you.

Sincerely,

FREQUENTLY USED TWO AND THREE LETTER SEQUENCES AND WORD EXERCISES

(These exercises should be used only after the entire "Cybercode" has been introduced)

The following word lists and practice exercises were developed for use in learning some of the basic phonetic components of words. They include such constructions as frequently used two and three letter sequences, prefixes and suffixes.

Practice with these exercises will not only increase the student's knowledge of an alertness to common phonetic components of the English language, but will also increase his proficiency on the "Cybertype." The letter groups mentioned herein occur frequently in written language. Practice in typing them can increase accuracy in typed communications by developing skill in the production of commonly occurring letter sequences.

In addition to providing the instructor with extensive word lists employing the above, this section also includes examples of exercises in which the student can use these letter groups to construct words, produce rhyming words, and compose short sentences. To supplement the above, you may choose to construct exercises similar to those included within this section.

WORD LIST

Based on Commonly Used Two-Letter Sequences

an	ar	as	at	bl
band	bar	ask	battle	black
can	card	task	cat	blur
dandy	ear	gas	eat	blimp
fan	jar	has	fat	blot
man	mar	was	hat	blast
panda	oar	mass	mat	blink
ran	par	last	Patty	bleed
sandal	tart	sassy	rats	blue
tanning	ware	grass	sat	blood
van	hard	waste	sat	bleek
wander			vat	block
angry			that	
angle			what	
ant			ate	

br	ch	cl	cr	de
brown	chair	clear	creep	hidden
brush	chap	cloud	crawl	tide
broil	chain	clown	cradle	dead
brew	choke	clap	crash	decide
breed	chop	clip	crept	deal
brine	chill	clock	cream	depart
brisk	chum	close	creek	made
bracket	chow	clans	cringe	idea
brace	chore	class	crab	deck
	cheer	claw	crib	deep
	cheap	clean		side

dr	dw	ea	ed	en
draw	dwell	each	fed	dent
dry	dwindle	eager	led	hen
drip	dwarf	peach	Ted	mend
drawn	dwelt	meat	red	pen
drizzle	dweller	heat	wedding	pencil
drab		eat	begged	ten
drop		neat	looked	tent
drug		beach	edit	tend
drown		beat	ediface	enemy
drum		early		even
drink		earn		
		earth		
		tea		
		hear		
		head		
		east		

er	es	fl	fr	gl
her	best	fly	fry	glass
here	essay	fling	fringe	gleam
per	mess	flip	freeze	glare
era	pest	flap	froze	glaze
erg	horses	flour	free	glue
ere	porches	flag	fruit	glum
error	lesson	flat	frail	glory
ever	test	flame	fret	glimmer
every	press	flesh	frog	gland
very	less	flea	frost	wiggle
seer	guess			
maker				

gr	ha	he	in	io
grip	had	he	in	portion
grill	have	she	into	elevation
grab	hand	the	hinder	traction
grin	having	they	ginger	action
grape	shad	them	fin	section
greet	hamper	there	mind	attention
gray	shall	then	win	diction
green	aha	other	tin	friction
grease	hall	brother	pinned	intention
gripe	hair	here	binge	fraction
	has	her		
		head		
		hero		
		help		

is	it	le	nd	nk
his	it	apple	and	ink
miss	hit	isle	handle	think
sister	bite	lent	band	thank
dislike	smith	let	candy	rink
list	kitten	ale	mend	pink
mist	sit	leader	tend	stink
mister	lit	puzzle	end	rank
hiss	fitted	letter	landing	dunk
listen	write	leap	send	skunk
isle	itself	lean	fund	mink
this	itch	leg		link
iris	edit	left		
is	edit	lei		

nt	of	on	or	ou
ant	of	on	or	ouch
antler	often	onto	nor	our
tent	lofty	one	tore	hour
lent	soft	ton	sore	sour
pant	offer	bone	bore	touch
rant	coffee	onion	for	pouch
mint	toffee	tone	orator	four
went	off	only	organ	pour
month	oftentimes	Monday	poor	out
tint	aloft	cone	forty	your
		once	oral	you
			ore	oust

ph	pl	pr	re	rt
telephone	place	pretty	are	tart
photo	please	present	red	mart
physician	plot	prepare	read	part
physics	apple	prep	ready	start
phonetics	plead	prefix	prepare	flirt
lymph	pleat	prof	treat	cart
phrase	plate	prosper	pretty	dirt
physical	plant	preview	real	shirt
phlox	plaid	prepaid	rare	heart
phosphate	plenty	precede	mare	curt

sh	sk	sl	sm	sp
ship	skate	slip	smear	spell
shall	skip	slide	small	spurt
hush	sky	slap	smart	lisp
sheep	skin	slur	smile	sport
shake	skill	sleep	smack	spring
mush	skirt	slight	smug	spry
shape	skit	slim	smoke	speak
sharp	ski	slumber	smuggle	sprout
shave	skim	slosh	smock	spool
share	skull	isle	smell	wasp
shell	ask		chism	clasp

st	sw	th	ti	to
stay	swam	the	tin	to
stem	swim	them	till	into
steer	sway	then	until	ton
street	swing	there	time	tough
string	sweet	their	tip	tote
stung	sweep	they	tight	too
strip	swell	other	tire	onto
last	swift	thing	tide	torch
waste	swat	think	tick	total
style	answer	that	ting	tore
first		with	untie	toll
		this		atop

tr	tw	ve	wh
try	tweed	have	when
trip	twice	brave	where
treat	twig	love	what
trim	twin	wave	why
trust	twist	save	while
troll	twelve	dove	white
trend	twitch	vend	which
travel	twine	veteran	wheel
trill	tweezers	vex	whisper
trial	twitter	vector	whether
tray	twilight	vermin	
entry		alive	

FOUR-LETTER WORD LISTS

Based on Commonly Used Three-Letter Sequences

ack	ake	alk	all	alt	and	ane	ang	ank
back	bake	balk	ball	halt	band	bane	bang	bank
tack	cake	calk	call	malt	land	cane	fang	lank
lack	fake	talk	fall	salt	sand	mane	hang	rank
rack	lake	walk	gall	alto	wand	pane	gang	sank
pack	make	Salk	hall		hand	sane	rang	tank
	rake		tall			vane	sang	
	sake		mall					
	take							
	wake							

ash	ast	ate	eak	eam	ean	eap	ear	eat
bash	cast	bate	beak	beam	bean	leap	bear	beat
cash	fast	date	leak	team	lean	heap	dear	feat
dash	last	fate	peak	seam	mean	reap	fear	heat
lash	mast	gate	teak	ream	wean	neap	gear	meat
mash	past	hate	weak		dean		hear	neat
sash	vast	late					lear	peat
rash		mate					near	seat
		rate					rear	
							sear	
							tear	
							wear	
							year	

een	eep	eet	elt	ent	ill	ine	ing	ink
been	beep	beet	belt	bent	gill	dine	bing	link
seen	deep	feet	felt	cent	fill	fine	ding	mink
teen	keep	meet	melt	dent	hill	line	king	pink
keen	peep	keet	pelt	gent	kill	mine	ping	rink
	seep		welt	lent	mill	pine	sing	sink
				pent	pill	tine	wing	wink
				rent	sill	vine	zing	inky
				sent	will	wine		
				tent	bill			
				vent				
				went				

ite	oat	ock	ome	one	ope	ore	ote	own
bite	boat	cock	come	done	cope	bore	note	down
cite	goat	dock	dome	lone	dope	core	rote	town
kite	coat	lock	home	bone	lope	fore	tote	gown
mite	moat	mock	some	gone	mope	lore	dote	sown
lite	oats	rock			rope	more	vote	
rite		tock				pore		
		sock				sore		
						tore		

PREFIXES AND SUFFIXES

Prefixes

de	dis	en	ex	con
defeat	disown	enjoy	exact	concur
detour	disobey	enlist	exceed	concede
deform	disagree	enact	excite	conclude
decade	dislike	enroll	excuse	confuse
demerit	disloyal	entitle	exhale	conform

com	in	pro	re	un
complete	inhale	proceed	recall	unable
comply	inside	project	renew	unfit
combine	indent	program	remake	untrue
compound	incorrect	produce	reopen	unlace
compact	informal	prolong	refresh	unpack

pre
preview
precede
prepay
prewar
prepaid

Suffixes

al	ance	able	ive	ful
postal	allowance	suitable	active	careful
optical	assistance	portable	detective	handful
critical	acquaintance	available	defective	painful
comical	disturbance	payable	destructive	helpful
personal	appearance	obtainable	excessive	joyful

Suffixes (continued)

y	tion	ing	ment	less
airy	action	being	payment	careless
rainy	adoption	ending	amazement	useless
rocky	edition	going	excitement	worthless
sleepy	election	earning	employment	helpless
frosty	direction	feeling	pavement	fearless

ness	ly	ous
blindness	sickly	joyous
darkness	kindly	dangerous
likeness	yearly	perilous
sadness	costly	poisonous
goodness	lively	pompous

EXAMPLES OF WORD BUILDING EXERCISES

A	A	A	A
AL	AL	AN	AN
ALL	AIL	PAN	AND
TALL	TAIL	PANE	ANDY
TALLY	TRAIL	PANES	CANDY
A	A	A	A
AN	AN	AS	AT
BAN	RAN	ASP	ATE
BAND	RANK	RASP	LATE
BLAND	FRANK	GRASP	PLATE
A	A	I	I
AT	AT	IT	IN
OAT	RAT	BIT	BIN
GOAT	RATE	BITE	BING
GLOAT	GRATE	BLITE	BINGE
I	I	I	BE
ID	IN	IN	BEA
SID	SIN	TIN	BEAR
SIDE	SINK	THIN	BEARD
ASIDE	STINK	THING	
ED	HE	NO	ON
RED	THE	NOT	ONE
REED	THEE	NOTE	LONE
GREED	THERE	NOTED	ALONE
GREEDY			
OR	TO		
FOR	TOP		
FORE	STOP		
AFORE	STOOP		

RHYMING WORD LISTS

ate	at	ton	in
mate	sat	son	tin
rate	mat	won	sin
date	hat	done	pin
plate	rat	none	thin
grate	that	one	shin
state	flat	fun	skin
great		pun	win
wait		sun	chin

heat	or	set	dine
meat	nor	net	line
seat	tore	let	mine
eat	bore	met	shine
treat	door	pet	whine
wheat	poor	fret	nine
sweet	shore	bet	fine
meet	store	wet	pine
	pour		
	soar		
	floor		

"ING" WORDS

KING	BRING	FINGER
RING	FLING	SINGER
SING	STING	MINGLE
WING	STRING	SINGLE
	THING	TINGLE
	WRING	

"AND" WORDS

BAND	BLAND	CANDY
HAND	BRAND	DANDY
LAND	GLAND	CANDLE
SAND	GRAND	SANDAL
WAND	STAND	PANDA
WANDER	STRAND	VANDAL

SENTENCES EMPLOYING COMMONLY USED TWO-LETTER SEQUENCES

The clown slid and stumbled.

When the floppy-eared, brown hound growled, the children laughed with glee.

The clapping stopped short.

Ernest dropped in while you were talking on the phone.

Place your phosphate on the table.

Creepy, crawly creatures went winding around the trees.

He is silently sleeping.

Twelve of them have teeth.

SUPPLEMENTARY EXERCISES FOR OLDER STUDENTS

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PRACTICE SENTENCES FOR STATE B

TYPE EACH SENTENCE TWICE:

1. Will you please stop kissing Bobby and go pet the pretty kangaroo?
2. Wow, with all this extra work, I think I'll just have to quit going to karate class.
3. Will you quickly and quietly get your pencils and begin putting just these questions on your paper.
4. While at the zoo, we knocked Barb into some bee's wax and threw Kirk in with the zebras.
5. Gay was quite pretty when she was young; but those extra pounds could very well change her good looks.
6. Gazing up in the tree, Bob knew that the buzzing was from some flying bees, and he knew he had to jump down and get away quickly.
7. Would you prefer jam or jelly with your piece of extra-fresh bread?
8. Look, you just wax the car and let me worry about getting the bumpers washed and sparkling.
9. Why be nervous -- Willy knows how to jump-start your junky car. I can verify that he knows how to get your car going.
10. We won't forget your wonderful surprise and will keep babying that fuzzy puppy for quite a long time.

PRACTICE SENTENCES FOR STATE B

TYPE EACH SENTENCE TWICE:

1. Just look at Barbara -- people would never believe that just yesterday, she breezed into the bridge game in silk pajamas!
2. With six quick kicks, the karate expert won the big competition and took home the prize.
3. Would you believe that my mother embroidered my handkerchief in just one week?
4. The poor boy would sneeze whenever he got very near a chicken, quail, donkey, pony, or zebra.
5. We have to take a taxi to the next big party because my automobile quit running just before you came to town.
6. We jumped for joy when we heard that the big weekly math quiz was going to be postponed for several weeks.
7. We were quite surprized to discover that Jake could solve the very difficult puzzle without getting upset.
8. Except for Vivian, everybody enjoyed that new pop art exhibit which occupies one quarter of the art building.
9. Squirting the queen with a water pistol, the young culprit was quickly subdued and zipped off to jail.
10. Zip your rubber jacket and take your umbrella -- it's breezy and might begin to drizzle at any moment.

PRACTICE SENTENCES FOR STATE B

TYPE EACH SENTENCE TWICE:

1. With a little extra effort, Barb would play volley ball very well.
2. My brother just joined karate class several weeks ago, and he's going to zap you a good one if you don't stop pestering me!
3. Polly just got a new zig-zag sewing machine and already she wants to exchange it for the next new model.
4. Papa quotes the Bible whenever Willy wants advice.
5. The big yellow taxi nearly picked up a little old lady.
6. The way Vivian serves your steak, I'm amazed you keep going back for more.
7. Give me just a little extra time and I'll fix this jammed zipper.
8. Just because Kirk gets to go to Mt. Vernon doesn't mean he won't wrestle with his younger brother until the moment he leaves.
9. My jacket zipper was broken and the breeze was icy -- I nearly froze while walking to the party that near-zero evening.
10. Wouldn't you know, Jimmy just quit dancing when the jazz stopped and we heard waltz music.
11. Johnny quaked in fear after he dumped a dozen jars of blueberry jam on the freshly waxed floor.

PRACTICE SENTENCES FOR STATE B

12. Never serve loaves of wheat bread to Bobby -- the glutton will gobble his food and the sound of bread squishing and squashing in his mouth will drive you crazy.

TYPE EACH OF THESE SENTENCES TWICE:

1. Ask Hank when the next supply of razor blades will arrive -- they better be quick in coming because I threw my last blade away yesterday and I refuse to shave with my pocket knife.
2. Zip down to the grocery store and buy me some blueberry jam and peanut butter; I'm hungry for a sandwich.
3. Gayle waltzed into the living room and announced that she and Wilbur were going to a big party next Friday evening.
4. Vera hugged and kissed that quivering runaway puppy.
5. John got his very best shirt caught in his jacket zipper and, wow, was his mother angry!
6. Please sweep, wash, and wax the kitchen floor; that's not such a big job is it?
7. The lazy zebra sneezed when the buzzing bee zoomed up to his nose.
8. I knew the quiz answers after the questions were given because I'd studied hard the night before.
9. I've grown lazy and fat and my waist is expanding so much that I need the next larger belt size.

PRACTICE SENTENCES FOR STATE B

10. With just her pajamas and slippers on, she happily greeted her late-arriving guests and fixed them a midnight snack.
11. The quiet of the evening was broken by the snickering and quarreling of the zany people who live next door.
12. Dozens and dozens of axes were destroyed just last night by the very sudden blaze which spread quickly to all parts of the building.

TYPE EACH OF THESE SENTENCES TWICE:

1. After we wiped the windows, mopped and waxed the floor, and scoured the sink, the kitchen really looked beautiful.
2. The thirsty puppy quickly drank all the water from his water pan then yelped and wagged his tail for more.
3. We quizzed the thieves for just about 4 hours, but couldn't solve the puzzle of the crime.
4. Byron used to have quite a powerful sneeze; luckily, he always carried an extra large handkerchief!
5. Where do you think that lazy kid is; he was just supposed to visit the zoo keeper for a very short time and already it's been over five hours.
6. After we had slaved for well over twelve hours to put that thing together, I accidently kicked the card table and the 5,000-piece jigsaw puzzle slipped off and broke.
7. Well, Viv, I still say that New York taxi drivers are the worst in the whole

PRACTICE SENTENCES FOR STATE B

wide world.

8. He quit work last week because he just couldn't lift heavy boxes with his bad back.
9. Quivering and quaking, Quentin quietly climbed the quite steep quarry walls and quickly ran home.

TYPE EACH SENTENCE AT LEAST TWICE:

1. Valerie brought just enough blackberry jam to feed the hungry church youth group.
2. We drove through the quaint New England town and were very impressed with the well-kept houses and yards.
3. With extreme caution, the man deactivated the bomb found in the baggage hold of the huge jet plane -- luckily, no one was injured and the bomb was a dud.
4. Quit kicking that window, John; with your luck, you'll break that very expensive pane.
5. It really puzzles me that you enjoy his sick jokes.
6. Bob waxed his jalopy and polished all the chrome.
7. They saw twelve zebras and six monkeys at the zoo.
8. Judy loved the yellow sweater I made her, but it was too small for her.
9. When the temperature was nearly zero we five girls went ice skating and almost froze.

PRACTICE SENTENCES FOR STATE B

10. The queen quickly climbed the velvet staircase and nodded her head for the waltz to begin.
11. The blazing fire warmed the tired but contented hikers as they relaxed in the cozy log hut.
12. The jolly king jumped with glee when his jester executed a very difficult juggling trick with ease and skill.
13. With a little extra effort the old stove soon looked like new.

PRACTICE EXERCISES FOR STATE C

TYPE EACH OF THESE SENTENCES TWICE:

1. The man from A & O Book Sales said that this new book (#24679 on our book ordering list) would be on sale to our readers for $3.95--that's 25% off the regular price !
2. Did you know that I bought 6 apples @ 56¢ a dozen?
3. Seventy-five members of the "65 and still smilin' " club had a dinner meeting July 21; the meeting was adjourned at 8:00p. m. ---everyone was falling asleep!
4. Celeste, are you sure you don't have a "+" (plus sign) on your typewriter?
5. Everything in the store was reduced 33% or was on sale for 1/2 price.
6. Two bikes @ $63.00 each will cost how much?

TYPE AT LEAST TWO ORIGINAL SENTENCES WHICH CONTAIN AS MANY CHARACTERS AND FUNCTIONS FROM STATE C AS POSSIBLE.

PRACTICE EXERCISES FOR STATE C

TYPE AND SOLVE THESE EQUATIONS:

(2 + 6) + (8 + 9) =

95 - 72 =

$7.45 + 82¢ =

1/3 + 2/6 =

1/4 = ___%

$8.94 + $3.62 + 50¢ =

(51 - 30) - (7 - 1) + (25 - 7) - (4 + 5) - (16 + 8) =

REVIEW SENTENCES FOR STATE C

1. When the temperature dropped to 31, the local nursery establishments had to close because all their flowers froze -- can you believe that?
2. All the merchandise on this shelf is included in the store's 1/2 price sale, and can be purchased for only $1.50!
3. I got a B- on my last English paper because my teacher didn't want me to use asterisks (*) instead of numerals (1, 2, 3, 4, 5, 6,.....).
4. The local bank has just lowered it's interest rates on household loans to only 6-1/2% -- isn't that exciting!
5. Approximately 2/3 of our shipment order #6754 was lost in transit; apparently, our truck was hijacked and its contents stolen.
6. Bill kissed his last cigarette good-bye and said, "You were a good friend for a while, but now, you have given me no fond memories -- just bad ones: my horrible cough, stained and yellowed hands and teeth."

PRACTICE EXERCISES FOR STATE C

PUNCTUATION PRACTICE:

1 By doing, not saying, it is done. Say what you will, the pen, the pencil, and the box are gone. Will you find them?

2. All, not part, is required. Does he want eight, nine, or ten? You may, if you must, leave now. Are you ready to go?

TYPE THESE SENTENCES TWICE:

1. I bought 20 oranges @ 69¢ a dozen and 7 lbs. of hamburger meat @ $1.00 a pound.
2. Did you know that all the non-fiction books on this lower shelf cost only $5.95?
3. The tour guide said, "Good-bye---it's been a real pleasure having fifty-two employees of your notable company visit our band-aid factory today. Your bus will be here at 2:30 p. m."
4. The recipe called for 1/2 cup of flour, 2 tbsp. brown sugar, 1/3 cup white sugar, 1 egg, and 1/4 tsp. vanilla.
5. I prefer #2 pencils to #3 pencils because the #2's write darker.
6. Today is Saturday, July 11, 1970, and it's a lovely summer day.
7. My purse contains: 3 tissues, 5 pencils, 4 pens, 1 compact, 5 keys,

PRACTICE EXERCISES FOR STATE C

17 pennies, 2 dollar bills, 1 comb, 18 gum wrappers, and tons of other junk.

8. It's almost 3:00 p. m. ; I've been cybertyping for forty-five minutes--- may I continue????

TYPE AND SOLVE THESE EQUATIONS:

(3 + 4) - (2 + 5) =	7/8 + 5/8 =
1/3 = ___%	$9. 75 - 86¢ =
(6 - 1) x (4 + 8) =	96583 - 2589 =

THESE MAY BE DIFFICULT, BUT TRY THEM:

1. On April 19 we received your invoice C39506 for 1487 bags, 309 sacks, and 159 cartons. These were shipped on April 15.
2. The girl's employer said, "Send Model #103 to Smith & Sons and include a bill for $146. 15. "
3. We have this date shipped your order of May 3 for 28-1/2 dozen pencils at 25 cents per dozen, and 39 dozen pads at 29 cents each.
4. The bank will be offering 2-1/4% interest on balances of over $10, 000 sometime after the first of the year.

PRACTICE EXERCISES FOR STATE C

5. The sign (*) was frequently used by the author to indicate the sources from which he drew his facts.

6. To underscore a word, type the word, backspace for each letter in the word, and then insert the underscore.

7. The dealer sold 5/7 of a bushel for 56¢, 32-3/5 cases for 13¢ per case, and the balance of the order at a flat rate of 47¢ per pound, even though it cost him 8¢ per pound for shipment.

8. Twenty-four copies of your latest 12-page catalog are to be sent to Mrs. Jane Ruth, 7507 Fourth Avenue, Portland, Oregon, 97236, and Mr. R. Doon, 4561 East 57 Street, Patterson, New Jersey.

TYPE AND SOLVE THESE EQUATIONS:

(9 + 8) - (5 + 6) =	15647 + 28390 =
$7.32 + 40¢ =	67% - 38% =
(5 + 4) + (7 + 6) =	$5.98 + $3.50 =

TYPE EACH SENTENCE TWICE:

1. Jim said, "Boy, it's only 3:30 -- how will I ever stay awake until 5:00 p.m., when I can go home?"

PRACTICE EXERCISES FOR STATE C

2. At Book & Book bookstore, you can buy beautiful books at a savings of 50%, 33%, & 25% during the 10 day sale on 3/20/1975.
3. The manager was pleased because Orders #3507, #4256, #8990, & #7623 (mod shirts) arrived on January 20 at 4:45 p.m.
4. Will you please tell Rose thank you for my pay check? I made $80.67 this week, and I am rushing to get $25.00 into my savings account by 2:45 this afternoon!
5. Peggy bought 4 dozen oranges @ 65 ¢ a dozen, and had $7.40 left from the $10.00.

TYPE EACH SENTENCE AT LEAST TWICE:

1. The three "Cybertypewriter" functions I have fun with are the asterisk (*), the question mark (?), and the colon (:).
2. There are 65,535 combinations in the HAIBRL cell.
3. There is a 50% chance it will rain today; there was a 30% chance yesterday and we got 1-1/2 inches.
4. Peaches were selling @ 29¢, @ 31¢, and @ 36¢; we bought 6 dozen @ 29¢.
5. My sister-in-law is editor-in-chief of the "Cyber-Scope" News.
6. Have you ever read Study of Man-Machine Systems by Haig Kafafian?
7. "We won 16 to 9!" shouted Susan as she burst into the kitchen.
8. The employees at Cybernetics Research Institute were given a 5% cost-of-living raise before the freeze.

PRACTICE EXERCISE FOR STATE C

9. If we add $25 or more to our savings account, the bank will give us a set of china, valued at $4.50, for free.
10. It's a shame she can't go with us to the movies - I've heard that "Twilight Cowboy" won't be playing here next week.
11. Order #3789 (pink silk nightgowns) did not arrive in the 4:30 p.m. mail and our boss was quite angry.
12. Did you know that 1 + 1 = 10 in base 2?

TYPE EACH SENTENCE TWICE:

1. Do you know who wrote The Do's and Don't's of Jogging?
2. Instead of using the asterisk (*) for indicating footnotes, I usually use a numbering system.
3. Over 65% of the 900-member student body voted in the November 7th election.
4. Every person at Ellie & Anns' Bakery is fat (except me, of course!).
5. Her daughter-in-law claimed a 100-page manuscript valued at $500.
6. We said good-bye to our cousin who left on the 5:30 bus to New York.
7. In 7-1/2 hours, the kids had made $5.78 selling lemonade and 46¢ selling cookies (made from mud pies and baked in the sun).
8. Flight #547 (Upper Airlines new jumbo jet) was delayed over 2 hours because of very heavy rains, and did not arrive until 3:00 a.m.
9. Some 17,650 men were added to Division 14C.

PRACTICE EXERCISES FOR STATE C

10. It's almost 3:15 P. M. and I've been waiting for the 3 o'clock bus; when is the next bus due in?

TYPE EACH OF THESE SENTENCES TWICE:

1. Is it true that Angel Falls in Venezuela is the highest in the world and drops 3,312 feet?
2. Your 39-page pamphlet reached me on June 8, and I am happy to enclose my order for 47 leather wallets and 60 silver key-chains. Can you also quote prices on 72 storage-tray units measuring 36 by 59-1/2 inches?
3. To Cybertype an asterisk (*), you must shift to upper case and then push down on the fourth tongue switch in the top row.
4. Our records show that we sold 185 suits and 391 dresses by January 15 as against 109 suits and 306 dresses for the same period last year.
5. I usually underscore a word to emphasize it.
6. The traffic occurs between 5:30 & 7:30 P. M.
7. Do you know that A, Q, N & Co. Bank in Mexico gives you 12% interest on accounts of $10,000 or more?
8. Order #345 (pencils) sells @5¢ each or 50¢ a dozen while order #789 (pens) sells @ 25¢ each or $2.50 a dozen.
9. Haig said, "Don't forget, Celeste, come and visit Cybernetics Research Institute when you're in Washington, D. C.!"

PRACTICE EXERCISES FOR STATE C

TYPE EACH OF THESE SENTENCES TWICE:

1. The bank offered 6-1/4% interest on Account #456 since it was over $10,000.
2. If you buy 10 yards at one time, the price is $2.50 a yard. If, however, you buy only 1/3 of a yard, the goods are sold @ 93¢ a foot.
3. The girl's record was good; she was loyal and kind during her employment at Cybernetics & Co.
4. My son-in-law said good-bye and began a 15-day trip in Europe.
5. Brackets][are functions which are often not found on typewriters; but parentheses ( ) appear on most typewriter keyboards.
6. Do you know if the 2:30 plane to Washington, D. C. will be on time?
7. All employees of Cyber & Cyber receive a 20% discount (after one month service) on all merchandise.
8. The dates were 2/14/72; 3/24/83; 4/30/89; 5/5/99; & 1/1/00.
9. The student's Social Security # was 123-456-7890!
10. When Cybertyping one may use the asterisk (*) to indicate a reference or footnote.

GENERAL REVIEW

PUNCTUATION AND NUMBERS REVIEW

TYPE EACH OF THESE SENTENCES ONCE CORRECTLY:

1. On April 19 we received your Order 2C3950 for 1487 bags, 305 sacks, and 159 cartons. These were shipped April 21.
2. We have this date shipped your order of May 3 for 28-1/2 dozen pencils at 25 cents per dozen, and 39 dozen pads at 29¢ each.
3. Our records show that we sold 185 suits and 391 dresses by January 15 as against 109 suits and 306 dresses for the same period last year. Our sales force was decreased by 28 men and 30 women.
4. The dealer sold 5/7 of a bushel for 56¢, 32-3/5 cases for 13¢ per case, and the balance of the order at a flat rate of 47¢ per pound, even though it cost him 8¢ per pound for the shipment.
5. The girl's employer said, "Send Model #130 to Smith & Sons and include a bill for $146.15.
6. The bank offered 2-1/4% interest on balance of over $10,000.
7. The sign (*) was frequently used by the author to indicate the sources from which he drew his facts.
8. If you buy 10 yards at one time, the price is $2.50 a yard. If, however, you buy only 1/2 a yard, the goods are sold @ 93¢ a foot.
9. To underscore a word, type the word, backspace for each letter in the word, and then insert the underscore.

GENERAL REVIEW

10. The girl's record was a good one and she received a position with the house of H. K. & Associates.

ALPHABET REVIEW

TYPE EACH LINE TWICE:

a - at an as am and are arm air ace ape art any age add ask aim able away also axle acre after about acquit adjusts

b - be bin bed buy ban bag bite brag ball baby blaze braved

c - cat cup cry can cost come cell cord care city cede copy

d - dad did dot dry die dye draw desk daze dish dawn dreads

e - elf eat eye end ere ebb eel eggs even equal extra enjoy

TYPE EACH SENTENCE TWICE:

a - An aged man sat wearily beneath an oak and ate a sandwich.

b - The baby sobbed when the rubber ball tumbled from the crib.

c - He crawled into a black cave to escape from the coming storm.

d - The lady used a garden spade to dig a deep ditch near the door.

e - We saw the seven men enter the mine before we heard the explosion.

1. The lazy boy worked diligently because he expected me to give him a quart jar of fresh milk.
2. Just before dawn, an extremely thick haze spread quickly over the peacefully sleeping village.

ALPHABET REVIEW

3. Jill was amazed at the sight of so many exquisite birds provided by the city for the zoo in the park.

f - far few for fact fair feel file find from full fine first

g - got gave give girl glad gone great guess game goes grades

h - he him has hit how hope home hot hunt hard hear high hull

i - in it irk idea item iced iota infer indeed illness into

j - jar jet just jail jeer jolt jury jilt jacks job July

TYPE EACH SENTENCE TWICE:

f - Four or five men from the office staff offered to find a gift for her.

g - During the spring, he organized a big luggage sale in Georgia.

h - The hero marched through the whole town with his head held high.

i - In a little while, I will again insist that the girl give a decision.

j - The juggler was injured just before the July job at the Bijou.

TYPE REVIEW PARAGRAPHS ONCE:

In January you joined our Junior Book Club and, judging from your comments, we can tell that you are enjoying your membership. This is just to let you know that we have just received a manuscript of jungle stories by B. A. Hunterr that will reach you in June or July. If, however, the subject does not interest you, just jot us a note stating your objections and we will send some other book.

ALPHABET REVIEW

k - key kid kangaroo kill know king knife kitchen knuckle

l - lie law leg lay life large less lunar loon learn less

m - money more miss must myself meet month mile mute made

n - never name near notice number next nice notion nature

o - open oar only often ours other obey order oatmeal over

TYPE EACH SENTENCE TWICE:

k - The baker burned his knuckles as he took the cake from the brick oven.

l - While I played a plaintive lullaby, the ailing child fell asleep.

m - Make some attempt to measure the minimum mileage we must now go.

n - It began to rain during the ninth inning, but no one wanted to go.

o - To honor our town's hero, the school board voted to close our school.

Thank you for the check; it reached my desk today. I am glad to know that you like our books and bookkeeping system. We will make up your order quickly and ship it by truck before the weekend. I spoke to Mr. Baker about a book you asked for and he thinks it hasn't been kept in stock for weeks.

p - pal pay put paid page price please policy public pine peace pun

q - quit quote queer quite quota quirck quail quiet quart queen

r - rid rate read roll rude ring reach right remain round really rough

s - see say sir sale sew sold sent super savings sewer soiled shoe squirt

ALPHABET REVIEW

t - the too two take thimble today truly time toward tumble tent the their

TYPE EACH SENTENCE TWICE:

p - People opposed the plan to publish the report in the newspaper.

q- As the queen quizzed the quaking boy, she suddenly smiled and quickly quipped, "Quite a quote for such quick thinking!"

r - His reply referred to the bravery of the hero during the storm.

s - I last saw the scissors when his sister used them for the dresses.

t- The contract stipulated that we must transport the goods by fast freight.

It has been quite a long time since you inquired about our antique furniture and I am writing to request that you come in quickly and see our stock. The quality of our antiques has never been equaled in Quincy, and some of our merchandise is so quaint that I am sure you will be quick to see its worth. The prices we quote qualify us to say that we can meet your requirements at the lowest cost available in Quincy.

u - use urge upon under upper unless utter umbrella union until

v - vie very various view vote veto visit vain voltage very vanilla

w - which was who would week wine went wish whom want willing wonder

x - oxen xylophone x-ray Xmas taxi axe excel boxed expired next

y - youth yesterday yoke yard yeast yacht yellow your yarn yet

z - zest zoo zircon zealous zinc zero zipper zone zeal zoom zoology

ALPHABET REVIEW

TYPE EACH SENTENCE TWICE:

u - You should urge your students to study more thoughtfully than usual.

v - They covered every heavy vase with velvet before having them moved.

w - The crowd of women viewed the crown jewels with silent awe and wonder.

x - I explained that the extra box of index cards for the x-ray machine was on the sixth shelf.

y - Yesterday, everybody displayed great sympathy for the unhappy gypsy.

z - Freezing rain, a stiff haze, and patches of haze made the zigzag trail to the summit very hazardous.

Please give us the chance to help you solve whatever problems you have in moving to your new home. Every piece of furniture will be carefully covered to avoid damage; all valuable silverware will be wrapped in velvet to prevent scratching. The drivers of our moving vans are each heavily insured and your moving job will be over in four or five hours.

TYPE EACH LINE AT LEAST TWICE:

a - aim able axle acre about acquit add age ask ape and are as

b - be bin bag bite braved brick bought baby brag buy bed ban

c - cat cup cord city cede copy come cry cost crop cease ceiling

d - dad did dot die dye desk daze dish dawn dreads drag dog dud

e - elf eye end ebb even extra enjoy eggs equal ere eat eel evil

ALPHABET REVIEW

f - fan for few fit fox fork find from frozen fear fled fuse

g - get got gag gem give gang gone gnaw glue grope good gas grab

h - he him has hit how hope home hot hunt hard hear high hull

i - if ivy ilk imp into irons idle inn italic irk ill iris it

j - jam jet jug job jut jeer joys jazz jerk jibe judge jewel

k - keg kind kite keys knew knob king kick knock knife keep

l - low lax law lip lied loop lamp lullaby liquid live long love

m - met mop mud milk maze make much moody major mailed money middle

n - nut no new navy none noun nine need nice nun noble neat nudge

o - oil off on own oath obey occur odd onto old our open one oxen only owes once over okays oftener ogre

p - pan pen pay pop part prim path proper pray pun pepper power put pole pace

q - quit quake quota quiet quest quality quart queens quick queer quart

r - rag red rib rob ramp real ripe refer raze read rope runt ran rave rose

s - see sit sob suit sort seen store sale sew sunshine snob stare sea such sell seen

t - two tie tea the they there their tent tools threw truth teach tap tax try this talk truth

u - use urn upon untie up used until utter under upper umbrella urge utter

v - vie vim vet vote verb visitors voice visa van vast very

w - we was why wit well which work war wrong wall wilt with worm

ALPHABET REVIEW

x - xylophone axe lax wax oxen extra buxom flaxen boxer exit taxes except

y - you yam year yoke yarns young yet yore yesterday yard yes yours yearly

z - zoo zip zing zones zodiac zircon zigzag zinc zeal zap zebra zonal

TYPE EACH SENTENCE UNTIL EVERY WORD IS TYPED CORRECTLY:

1. After a very exciting day, the boy came home, took out a jigsaw puzzle and played quietly until bedtime.
2. The citizens requested the government official to make the topic of Social Security the topic of his next talk.
3. Dazed and exhausted by his victory, the prize fighter came from the ring and walked quickly through the jostling crowd.
4. Six years of valuable experience should qualify him to judge whether Jack deserves the prize.
5. At her job, the lazy girl was required to check all tax forms and then give them to her employer for his signature.

TYPE EACH SENTENCE AT LEAST TWICE:

1. The woman quickly sealed with wax the five dozen glass jars of strawberry preserves.
2. The foreman was expecting delivery of benzene and liquid glue by the first week in January.
3. The six squads of weary men climbed into the jeeps and drove back to camp through the freezing rain.

ALPHABET REVIEW

4. After having heard the lawyer's eloquent plea, the jury retired to a back room to analyze the perplexing case.
5. Queen Elizabeth, wearing her famous jewels, went very slowly to the ship and extended her hand to the captain.
6. Just before dawn, an extremely thick haze quickly engulfed the peacefully sleeping village.
7. The audience enjoyed the meeting, but some of them were puzzled by the queer views expounded by the speaker.
8. Jack was extremely awkward on the stage, but he fought back the impulsive urge to quit.
9. Many express trains bound for the city whizzed down the tracks along the jagged bank of the quiet river.
10. I know that the junior squad was expected to give a new horizontal bar for the school gym.

TYPE EACH OF THESE SENTENCES TWICE:

1. A bronze plaque was given to the jockey to commemorate the extremely fine record he had established.
2. When I realized that my fur jacket was exceptionally tight and quite beyond repair, I gave it to her.
3. Just when her bookkeeping average was extremely high, my friend Hazel was forced to quit school.

ALPHABET REVIEW

4. The angry boy jumped up and seized his ax when he saw the squealing pigs chewing the vegetables in the back of the house.
5. Jack, in a quiet voice said, "By fighting a war, man may well expect to see the destruction of his civilization."
6. The very dazed explorer, wandering by chance in the quiet jungle found tusks of many elephants -- their burial ground.
7. Sixty blazing fires were started by the earthquake that completely ruined the Japanese city. Hundreds were injured.
8. The junior executive requested an itemized account of all expenses during the trip from New York to Baltimore.
9. The officer quizzed the taxi driver who, in attempting to avoid injuring the boy, had driven his cab on the sidewalk.
10. From the back porch, I could see the extremely lovely sight of yellow jonquils swaying in the morning breeze.
11. The impoverished quartet finally signed a contract to play with the newly-organized jazz band.
12. The red fox jumped over the stone wall just as the nervous hunter came into view, brandishing a shotgun.

PARAGRAPHS WHICH STRESS CERTAIN LETTERS:

STRESSING THE LETTER 'A':

Our annual hardware catalog was sent by mail today and should reach you

PRACTICE PARAGRAPHS

in a day or two. We also sent our latest price list to replace the one you already had. All items in the catalog can be purchased at any local hardware dealer in Albany, and each purchase carries a two-year guarantee that assures your satisfaction.

STRESSING THE LETTER 'E':

Our concern is eager to establish a permanent site in your section, and we therefore expect to send a representative to see you next week. We will need at least three hundred acres for our plant and the homes for our employees. We prefer to have this property near the river. The final decision, however, will depend on what our agent tells us after he speaks with you. Any help you may be able to give him will be very much appreciated.

STRESSING THE LETTER 'I':

This is in reply to your inquiry about Miss Irene Willis. Miss Willis was hired by our institute five years ago and since that time has proved highly efficient and reliable in her duties. Her ability as a statistical typist made her services invaluable, and she displayed genuine initiative in handling the minute details involved in her job. I think you will find her well qualified for the position in your firm.

STRESSING THE LETTER 'H':

Have you had a chance to check the rough draft of the pamphlet which I sent to you on the fourth of March? This pamphlet, which gives the history of photography, has been ready for the publishers for almost a month, and we

PRACTICE PARAGRAPHS

wish to go ahead with the printing shortly. Will you therefore read it thoroughly and let me have whatever comments you wish to make about its worth. I shall appreciate your help.

STRESSING THE LETTER 'L':

Following our usual policy, we have mailed you a folder which describes fully the glass bottles that our plant makes. The great skill with which all our able employees do their job has never been excelled, and our label on a product is a sure sign of excellent quality. Look through the folder while you have it before you and place your order for holiday glasses immediately.

STRESSING THE LETTER 'T':

Thank you for extending to us the opportunity to test the interesting device for which you recently received a patent. As we stipulated in the last letter that we sent you, we are interested in anything that we think will better the quality of our product, and the tests conducted by our experts indicate that your invention is just exactly what we need. However, the situation in our plant at the present time does not permit the installation of test equipment, but we will get in touch with you at a future date.

STRESSING THE LETTER 'R':

We are returning the radio that you recently forwarded to us for repair. Unfortunately, the parts that require replacement are no longer being manufactured, and we are therefore unable to put this radio in working order for

PRACTICE PARAGRAPHS

you. We are sorry that we cannot provide our regular service to you, and we regret that it is necessary to return the radio in the same condition in which it was received. We hope we can be of better service to you in the near future.

STRESSING THE LETTER 'U':

Your inquiry about the United Hotel is very much valued, and it is our pleasure to rush the literature you requested. During the past four years, we have built up a reputation for the utmost in quality service, and it is no surprise that we have become the most popular resort in the country.

STRESSING THE LETTER 'M':

March is the month when most homeowners make up their minds to do something about the problem of home repairs. If your home is now in need of repairs, remember to contact us because we manage repair problems with a maximum of efficiency and a minimum of cost. If you will mail the enclosed information card immediately, we will make arrangements for our men to come to your home and give you a complete estimate.

STRESSING THE LETTER 'O':

I am sorry to inform you that the policy of our company does not allow me to forward the report you ordered now. However, in order to be as helpful as possible, I am enclosing a report of our study recently conducted in one of the major countries; I hope that it will prove of some worth to you in your

PRACTICE PARAGRAPHS

work. If you would consider coming to my office sometime this month, I might possibly be in a position to offer more information to you.

STRESSING THE LETTER 'Z':

The size of your overdue account is a small one and we are puzzled and amazed to find that you have not paid it. Of course, we realize that conditions have been bad and we recognize the fact that your organization was unable to utilize its equipment during the freezing winter. However, I must emphasize again that unless we hear from you, we will be forced to bring suit against you.

STRESSING THE LETTER 'B':

You will probably be glad to know that our library has now established a special book section for the boys in your biology and botany club. The books that we have obtained are the best available on the subject, and I believe that the members of the club will derive great benefit from their use. Please place a notice on your bulletin board about our library so that the boys may begin borrowing books immediately.

STRESSING THE LETTER 'G':

We are going to begin our big luggage sale on Monday. Every single piece of baggage will be offered at bargain prices and we suggest that you take advantage of the huge savings that we are making available. Bring your wife along so that she may see the gorgeous alligator bags that we also stock. You will both agree that we are giving the best goods that can be bought for low prices.

PRACTICE PARAGRAPHS

STRESSING THE LETTER 'P':

Your subscription to our paper has now been properly posted and your papers should reach you promptly from now on. Most people who are particularly interested in all phases of sports will be happy to learn that we propose to expand our popular photography pages in the near future.

STRESSING ALPHABET REVIEW:

This is just a note to tell you that we thank you very much for giving us your insurance business. The policy which we are enclosing is evidence of the great protection and savings that will be made available to you. We suggest that you read it with extreme care to make sure that it is written just exactly as you wish. If you should have any questions that you would like me to answer, do not hesitate to ask them. We are here to serve you. Be assured that our interest does not depend upon the size of your policy.

THE FOLLOWING PRACTICE PARAGRAPHS MAY SERVE AS ADDITIONAL REVIEW MATERIAL:

STRESSING THE LETTER 'W':

The letter you wrote was left on my desk when I had gone away for a week and did not reach me until now. I checked with our foreman and learned that the watch which you forwarded to us for repair was sent out by air mail express on Wednesday, and should reach you within a week. We were sorry to keep

PRACTICE PARAGRAPHS

you waiting, but we would not allow the watch to leave here until it was in good working order. When the watch arrives, will you please wire us.

STRESSING THE LETTER 'X':

The six jars that were exported from Mexico have just arrived. I have examined them with extreme care and find them to be in excellent condition. So far as I can tell, no flaws exist, and the texture of the clay is exactly as you described it in your exciting letter. Of course, we cannot fix a price at this time, but an examination will tell us what we may expect from the next shipment.

STRESSING THE LETTER 'Y':

In reply to your inquiry, I'm sorry to say that our factory cannot possibly supply the quantity of yellow party frocks that are necessary to fill your order. As I told you yesterday, the holiday season is always a very busy one, and our supply of the style and quality you desire is quickly depleted by orders from all over the country. I hope the twenty dresses that went out to you today will prove satisfactory in every way.

ALPHABET AND GENERAL REVIEW

STRESSING DOUBLE LETTERS:

Needless to say, I am happy for the opportunity to cooperate with you in the planning of the new office for the bookkeeping department of the local

ALPHABET AND GENERAL REVIEW

hardware company. Our staff has suggested a green pattern for the wall to match the floor matting in the office, but I can discuss this fully with you when we meet next week. It will be unnecessary for you to supply a summary of all the work done because I will have little occasion to refer to it. However, the comments have been helpful, and I will be able to make good use of this additional information.

STRESSING 'E' AND 'I':

This is the time for you to think of a winter suit for your little girl. If you wait until the end of the month, you will find that the wide choice available now is gone and you will be very limited in your selection. We invite you to visit our new store during the coming week to see our varied stock. I am sure that you will see a line of suits to delight the heart of every fashion-minded young miss. We will be here to welcome you and serve your needs.

STRESSING NUMBERS:

Your letter of June 26 did not receive my attention until today because I left my office on June 9 and did not return until July 31. However, your order will now have immediate attention and should reach you no later than August 7. As I told you, our Price List No. 591 is complete and you can order from it at your convenience. An order for 480 books was sent on the morning of May 25 to the following address: K. Hohn, 278 North 23 Street, New York, 01, N. Y. We were happy to be of assistance.

ALPHABET AND GENERAL REVIEW

STRESSING 'E' AND 'I': Type each sentence twice .....

1. From the pier they perceived a derelict ship being carried to the shore by the high tide.
2. I believe that she has the ability to write an effective and entertaining business letter.
3. Their neighbor spent his leisure time either at picnics near the beach or on hikes to distant fields.

STRESSING NUMBER CONTROL:

We have received your letter of April 18 and have made a change in our records to indicate your change of address from 962 Mill Road to 186 South 31 Street. The 37 copies of our 29-page catalog will be sent before May 3 and you should have them in time for your sale on May 14. May I remind you that we have not yet received your check for $278 to cover our invoice No. G1742. This order for 19 cabinets and 32 benches was shipped to you on March 9 with the understanding that we would receive payment in thirty days.

STRESSING ALPHABET REVIEW:

As requested in your letter, we are enclosing a folder giving the rates at our hotel for the months of June and July. Now that summer is coming, many people are beginning to make plans to leave the city for weekends and vacations. We expect that the rooms which are now available will be quickly rented. We know that you will like it here. Every room was designed and

ALPHABET AND GENERAL REVIEW

equipped by experts to insure that you will be comfortable during your stay. The six experienced cooks in our kitchen specialize in preparing food that will certainly please and delight you. Make your reservations in advance.

DOUBLE LETTER DRILL: Type one correct copy of each of these lines....

1. sob sobbing ace access mad madder made fled fleet oft offered
2. gag gagged real really coma comma wind winner fun funny funds
3. chose choose chosen sup supper bare barred mast amass process
4. antic attic butt butler size sizzled babble succeed supported
5. oddity career bluffs goggle wholly mummy winning voodoo apple

STRESSING THE LETTER 'C':

In accordance with the contract which you recently signed with our company, you accepted our direct-mail service with the understanding that we could expect a check from you each month. It is now three months since we received your last check. Under the circumstances, you can certainly appreciate the fact that we cannot continue to give service until you have paid the accrued balance of your account. I will appreciate it very much if you would place a check in the mail at once and send it to me.

STRESSING THE LETTER 'F':

Our firm was founded fifty years ago for the benefit of the families of our fine city. Our belief has always been that very few men are unfortunate

ALPHABET AND GENERAL REVIEW

enough to face the financial difficulties that often follow a long illness and we therefore offer an effective insurance plan to offset a loss of income. If you are fearful for the welfare of your family in times of illness, then call at our office and let our staff give you information about a plan you can well afford.

STRESSING THE LETTER 'D':

I had hoped that I would hear from you regarding the details of the advertising program I drew up on Wednesday. You seemed so delighted with the ideas I mentioned, that I expected some word from you in a day or two. Did the Board of Directors decide against our dividend plan that would double your advertising dollar?

TYPE TWO CORRECT LINES OF EACH OF THE FOLLOWING:

1. Buy some books, pencils, pens, crayons, and slips for the boys.
2. Not one of the five clerks could move the heavy black box.
3. The red rake is rather rusty. The red rake is rather rusty.
4. He asked if the jury had judged her guilty at the trial.
5. The busy old men did not stop work when the clock struck six.
6. The farmer built a new red barn on the land that he just bought.
7. Many brave men will die when the battle is fought here tonight.
8. We were sure we saw four quail fly through the quiet forest.

ALPHABET AND GENERAL REVIEW

TYPE ONE CORRECT COPY OF EACH OF THE FOLLOWING: (If you make a mistake, finish the line and then type it again correctly.)

1. box box box jazz jazz calix calix calix affixe affix affix
2. mix mix mix mix cook cook cook cook cooks cooks cooks blaze blaze blaze
3. zoo zoo zoo zoo quiz quiz quiz quiz maxim maxim maxim maxim corks corks corks
4. cap cap cap cap next next next gazes gazes gazes gazes child child child child
5. dot dot dot dot cask cask cask cask amaze amaze amaze amaze razed razed razed
6. cry cry cry cry back back back back oxide oxide oxide oxide taxes taxes taxes taxes
7. wax wax wax wax exit exit exit exit voice voice voice voice click click click

TYPE EACH SENTENCE TWICE CORRECTLY:

1. Before she drove away, did she give explicit directions concerning the exact size of the chintz couch cover?
2. We expect the five prizes to be given to the contestants after the election committee has announced its choice.
3. The teacher explained each exercise to her puzzled class; then they realized the benefits to be derived from them.

TYPE ONE CORRECT COPY OF EACH OF THESE LINES:

1. crop dice camp dice cute dice city clue code card dice

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2. exile nest annex next flaxy oxide waxon next taxi

3. waltz plaza zonal sized grazed zebra zest savor verbs river liver rower flavor hive

4. clove drive brace exits clove grave barb exalt taxi drive waxen annex rover flaxy

TYPE ONE CORRECT LINE OF EACH OF THE FOLLOWING WORDS:

zone	foxes	black	clock
exit	amaze	evict	glaze
quiz	curls	scowl	expel
cozy	mixed	extra	brick

TYPE EACH LINE 3 TIMES CORRECTLY:

1. The cozy foxes curled up and slept.

2. He mixed up the quiz questions.

3. The brick home has extra exits.

4. He saw the clock and was amazed.

5. The smiling gentleman was readily admitted.

TYPE ONE LINE OF EACH OF THE FOLLOWING WORDS: (If you make a mistake, finish the line and type it again until you have typed it correctly.)

fire	freed	raid	lured
sulk	slurs	jade	lurid
rail	jails	rule	fried
lure	flake	sure	suffer

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TYPE EACH OF THE FOLLOWING LINES 3 TIMES CORRECTLY:

1. The fire fried a jailor. The fire fried a jailor. The fire fried a jailor.
2. Surely jade flakes. Surely jade flakes. Surely jade flakes.
3. A raid freed sulking sufferers. A raid freed sulking sufferers. A raid freed sulking sufferers.
4. The ruler lures and slurs. The ruler lures and slurs. The ruler lures and slurs.

TYPE ONE CORRECT LINE OF EACH OF THE FOLLOWING WORDS:

gulfs	gifts	fright	truth
flags	jury	skater	hedge
stray	hairy	yells	layer
judge	height	yelled	right

TYPE EACH LINE 3 TIMES CORRECTLY:

1. A jury strayed from the truth. A jury strayed from the truth. A jury strayed from the truth.
2. A hairy judge likes gifts. A hairy judge likes gifts. A hairy judge likes gifts.
3. The flags flew at the right height. The flags flew at the right height. The flags flew at the right height.
4. The hedge was layered. The hedge was layered. The hedge was layered.

TYPE ONE CORRECT LINE OF EACH OF THE FOLLOWING WORDS:

wild	would	squall	squeals
folk	spook	equips	waffles
fowls	power	wholly	pillows

GENERAL REVIEW

quirk	quiet	forked	ordeal
joked	polka	ghosts	quarrel

TYPE EACH LINE 3 TIMES CORRECTLY:

1. The wild fowl squeal in the powerful squall.
2. The ghosts spooked and joked with quiet folk.
3. A quarrel with pillows would be an ordeal.
4. The forked waffles resembled a Y.

TYPE ONE CORRECT LINE OF EACH OF THE FOLLOWING WORDS:

build	bluffs	smokes	animals
women	proved	banner	velvets
veils	squint	normal	janitor
small	movers	sublet	bravery

TYPE EACH LINE 3 TIMES CORRECTLY:

1. Normal women wear small velvet veils.
2. The movers squint and search the bluffs.
3. The janitor smokes and cleans the building.
4. He proved his bravery and saved the animals.

BUSY WORK:

TYPE FIVE WORDS CONTAINING "ATE".

TYPE TEN WORDS WHICH CONTAIN "ING" (RING, ETC.).

TYPE FIVE WORDS CONTAINING "OR".

GENERAL REVIEW

TYPE FIVE WORDS CONTAINING "IT."

TYPE FIVE WORDS CONTAINING "US."

TYPE THE ALPHABET FIVE TIMES.

A E I O U C D F H L M N R S T

USING THE UNDERLINED LETTERS ABOVE:

1. First copy these sample sentences:
   a. Modern homes alarm traditional art fans.
   b. Those on constant incomes suffer the most from inflation.
   c. Let us not learn nonsense, let us master the truth.
2. Now, see if you can type some sentences using only the underlined letters.

TYPE AND SOLVE THESE EQUATIONS:

1. (2 + 6) + (8 + 9) = ?
2. $7.45 + 82¢ = ?
3. 95 - 72 + ?
4. 1/3 + 2/6 = ?
5. (5 - 3) + (7 - 1) + (6 - 2) = ?
6. 1/4 = ___ %
7. $8.95 + $3.62 + 50¢ = ?
8. Two bikes @ $63.00 each will cost $_____.

DO PART OF THIS PAGE EACH DAY

POEMS

Eletelephony

Once there was an elephant,
Who tried to use the telephant --
No! No! I mean an elephone
Who tried to use the telephone --
(Dear me! I am not certain quite
That even now I've got it right.)

Howe'er it was, he got his trunk
Entangled in the telephunk;
The more he tried to get it free
The louder buzzed the telephee --
(I fear I'd better drop the song
Of elephop and telephong!)

Mud

Mud is very nice to feel
All squishing out between the toes.
I'd rather squish around in mud
Than smell a yellow rose.
Nobody else but the rosebush knows
How nice mud feels between the toes.

POEMS

I think mice

Are rather nice.

Their tails are long,

Their faces small,

They haven't any

Chins at all.

Their ears are pink,

Their teeth are white,

They run about the house at night.

They nibble things

They shouldn't touch

And no one seems

To like them much.

But I think mice

Are nice.

• • •

I eat my peas with honey;

I've done it all my life.

It makes the peas taste funny,

But it keeps them on the knife.

• • •

POEMS

The panther is like a leopard,
Except it hasn't been peppered,
Should you behold a panther crouch,
Prepare to say ouch!
Better yet, if called by a panther,
Don't anther.

A Bug

I saw a bug
With twenty feet
Go crawling up and
Down the street,

And wondered if
He stubbed one toe

If he would ever
really know.

CREATIVE WRITING

CREATE AN ENDING FOR ONE OR BOTH OF THESE STORIES, THEN TYPE THE ENTIRE PIECE.

1. As I awoke groggily, I thought my eyes must be deceiving me. I was completely surrounded by a glass container. The container was tall and had steep walls.

Sitting in a daze at the bottom of this container, I gradually became aware of an unpleasant sensation. I was covered with a red, sticky substance, and when I tried to move, I realized that the entire bottom of the container was coated with this substance. I looked up in panic!

At that point I noticed large red letters on the outside of the container. Although I could scarcely read the reversed letters, I finally realized that they really did say Aunt Manndi's Country Fresh Raspberry Jam .....

2. The slow-moving wagon train swung into a circle with a wonderful precision and stopped near the broad Platte River. Here was a fine campsite with plenty of grass and firewood .....

--- **OR TRY WRITING A FUNNY FAIRY TALE** ---

3. Once upon a time in a faraway land, there lived a .....

CREATIVE WORK

TYPE A PARAGRAPH EXPRESSING YOUR OPINION ON AT LEAST FOUR OF THESE TOPICS:

1. I feel that the Women's Liberation Movement.....
2. The present-day political figure I find most admirable is.....
3. One way to end wars is .....
4. In my opinion, flights into outer space are.....
5. Most television programs can be improved by.....
6. Unidentified flying objects are.....
7. The pollution problem could be solved by.....
8. The people most responsible for polarizing this country are.....
9. Hippies are.....
10. By far, the best food in the whole world is.....
11. I think the way to be happy is.....

EXERCISE IN GOOD WRITING

THE PLACEMENT OF MODIFIERS:

The purpose of a modifier is to make more definite the meaning of the word it modifies. If the modifier is too far removed from this word, the effect of the modifier may be either lost or diverted to some other word. Clear writing does not force the reader to stop for a second look at the sentence in order to figure out exactly what has been said.

confusing: The President made some vigorous remarks about Communists rising from his desk during the news conference.

clarified: Rising from his desk during the news conference, the President made some vigorous remarks about Communists.

Thus, you can see that whenever possible, it is best to correct a misplaced modifier by placing it as near as possible to the word it modifies.

EXERCISES: Improve these sentences by rearranging the modifiers.

1. We finally found the fire extinguisher we had been hunting for behind a pile of logs.
2. The new house was built by Mrs. Borden, who later became Mrs. Gruber, at a cost of $20,000.
3. Uncle Jim brought a new carriage for the baby that was named "Boodle Buggy."
4. He wore a straw hat on the back of his head which was obviously much too small.

EXERCISE IN GOOD WRITING

5. The Coast Guard admitted that it had received a report on the strange derelict from an airplane pilot that had neither masts nor a smokestack.
6. I'll check the manuscript when you finish for accuracy.
7. Judge Hart asked for the submissions of briefs before handing down a decision on the alleged criminal actions which were to be prepared by the opposing lawyers.

DANGLING MODIFIERS:

A modifying phrase or clause must clearly and sensibly modify a word in the sentence. When there is no word that the phrase or clause can modify sensibly, the modifier is said to dangle.

example: Reading in the library, the siren of a passing ambulance distracted me.

better: Reading in the library, I was distracted by the siren of a passing ambulance.

also good: While I was reading in the library, the siren of a passing ambulance distracted me.

Thus, a sentence containing a dangling modifier can be corrected by either adding to the sentence a word for the phrase to modify, or by changing the phrase to an adverb clause.

EXERCISE IN GOOD WRITING

EXERCISES: Revise each of the following sentences.

1. By climbing to the top of the hill, the capitol dome could be seen in the distance.
2. Captured and held incommunicado, the police questioned him for hours.
3. After flying in darkness for two hours, the moon rose, and navigation became less difficult.
4. While driving at high speed on a deserted highway, two deer leaped in front of our car.
5. Yielding to the temptation to look at a classmate's paper, the proctor caught her cheating.
6. While playing in the high chair, I was afraid the baby would fall out.

NOW, SEE HOW MANY SENTENCES YOU CAN WRITE WHICH CONTAIN DANGLING MODIFIERS.

AVOIDING MIXED FIGURES OF SPEECH:

A figure of speech is an expression in which words are used regardless of their true meaning, to give special effect.

examples: growling thunder milky sky galloping clouds

One error easily made in using figures of speech is to mix two different figures or comparisons; in other words, failing to stick to the comparison once it has been made. One example of a mixed figure of speech (or mixed metaphor) is:

EXERCISE IN GOOD WRITING

Like a school of great fish plying the blue depths of the sea, the silver planes passed overhead, each dutiful bird following the leader of the flock.

EXERCISES: Revise these sentences and omit the mixed metaphors.

1. Finally taking the bit in its teeth, the team rolled over its opposition.
2. Only recently the baby of the entertainment family, television is now the tail that wags the dog.
3. George dived into his studies, afraid that he would never reach the top of the heap, but determined not to give up before the round started.
4. In this dull company, his best joke sank like a soggy cake, and he sensed the futility of shooting a second time at the worthless target.
5. The hurricane sobbed about the house, clutched at the eaves with frantic fingers, and devoured the chimney in one bite.
6. He spent the morning of his career groping through the dark halls of obscurity until the publication of his third novel thrust him above the surface of the black waters into the brilliant noonday sun.

NOW, SEE HOW MANY SENTENCES WITH MIXED METAPHORS YOU CAN CREATE.

In addition to the many methods of achieving correct, clear, and smooth writing, word choice is an extremely important element of good writing. One important rule in choosing words is to use a vocabulary which is fresh --- one

EXERCISE IN GOOD WRITING

which avoids trite expressions. Actually, there is nothing inherently wrong with these expressions (or cliches); they have just become stale from too frequent use and tend to bore the reader and weaken the effect of your writing. The following are just some of the many trite expressions found in our vocabulary --- see how many you can add to the list.

green with envy	easier said than done
fair sex	beat a hasty retreat
few and far between	each and every
in this day and age	blushing bride
busy as a bee	almighty dollar

EXERCISE: Write each of the following sentences, substituting fresh, simple language for the cliches:

1. As I was burning the midnight oil, Stan bounded into the room like a bolt from the blue.
2. Cynthia shook her golden locks and scolded us in no uncertain terms.
3. Wreathed in smiles, he met the Grim Reaper and, with heartfelt thanks, gave up the struggle for existence.
4. Wilbur beat a hasty retreat every time a member of the fair sex came into the room.
5. None the worse for wear at the close of the day, I wended my way home and dressed for a date with my one and only.

EXERCISE IN GOOD WRITING

6. An alert detective nipped in the bud the crook's fond hopes of escaping the long arm of the law.

PHONICS SKILLS

Phonics has recently become an important element in teaching reading, and several new methods of reading are based on the principles of phonetics. You have previously typed exercises involving digraphs, or combinations of two letters which result in one speech sound (sh, ch, th, wh). You will now type an exercise on diphthongs.

Diphthongs are two adjacent vowels, each of which contributes to the sound heard. Examples of diphthongs are 'ou, ow, oi, oy.' In pronouncing diphthongs, the two vowel sounds are blended as in:

house owl oil boy

1. The diphthongs 'oi' and 'oy' have the same sound (boy = boi; toy = toi).
2. 'Ou' and 'ow' have the same sound (plow = plou; owl = oul).
3. The above vowel combinations are diphthongs only when pronounced as in house, oil, boy, etc. ('ow' has two sounds: the diphthong sound and the long $\bar{o}$ sound --- snow, etc.).

PHONICS SKILLS

EXERCISE: Add at least five examples to the list of diphthongs.

cow	mouse	boil	oyster
brow	proud	joint	toy

ONE-MINUTE DRILLS

PRACTICE TYPING EACH PARAGRAPH UNTIL YOU CAN ACCURATELY TYPE IT IN ONE MINUTE --- STRIVING FOR SPEED.

Note: These paragraphs were taken from a standard typing book, so don't expect to do as well as the instructions above indicate --- just practice them over and over for both speed and accuracy.

20 Words

High speeds in typewriting are built on accuracy. Without accuracy a student cannot make progress.

25 Words

Accuracy is important in learning to type and in doing tasks that every typist must perform while on a job in the office.

ONE-MINUTE DRILLS

30 Words

The typing student who is able to type forty or fifty net words in a minute should not expect to see her speed increase with each test that she takes.

20 Words

We are lucky to live in a free country. It is our duty to decide what we want to do with our lives.

24 Words

If we do something useful with our lives, we have a good chance to succeed. If we do not care what we do, we will fail.

28 Words

We should take time to decide just what we want to do. When we decide that, we must work hard and do the best job in our field that we can.

20 Words

It has always been known that the key to a man is his thought. Think right and you will type right.

25 Words

Use your mind and save your fingers. Let this be your motto in your typing class. It will pay you to think before you type.

30 Words

All of us must live with ourselves, and we should see that we have good company. Build in yourself the strong traits you like to see in your friends.

ONE-MINUTE DRILLS

23 Words

If tact could be bought, only those who already have it would want to buy it. Only they know how much it is worth.

29 Words

It is not how much you talk that tells if you have a sharp mind. You may talk a lot; yet say very little. It is what one says that counts.

32 Words

There are many ways of finding real joy in life. One of the very best is in doing any job you set out to do better than anyone else can do it. Try it and see.

35 Words

When trying to gain higher speeds, the student sometimes appears to be traveling across a plateau. Failing to notice any gain in her speed, she often becomes discouraged.

36 Words

Edison once said that everything comes to him who hustles while he waits. Time also will bring you nothing. All gain requires some effort. Know what you want; then work for it.

40 Words

Then a day comes when she takes an old test again and finds that she has typed several words a minute faster than before. From that time on,

ONE-MINUTE DRILLS

she begins to travel across a new and higher speed plateau.

44 Words

Everybody thinks of changing the world, but nobody thinks of changing himself. We are the world; what we do in a small way, the world as a whole does in a big way. If it needs changing, we should start with ourselves.

36 Words

Stick to a job until it is finished. This is the thing that people who reach the top in art, music, sports, or education have in common. They do not quit. They stick to the job.

40 Words

The way to walk a mile, we are told, is to take the first step. Some of us kill so much time getting started that we never get there. We are worn out before we start. We should take the first step.

44 Words

When you buy a book, you buy more than just paper, glue, and ink. You buy a whole new life. It may take you to Tasmania, have you fight a sea battle, or teach you to do something that will lead to a new and better job.

45 Words

Accurate repetition is the very best means you can use to build up your speed in typing. This applies to both word and sentence practice. When words are selected for repetitive practice, they should be very carefully chosen.

ONE-MINUTE DRILLS

48 Words

One problem with being a good sport is that you have to lose to be one. No one wants to lose; we all like to win. We must remember, though, that all good winners lose at times. We must take losing in stride if we want to be a top winner.

3-MINUTE DRILL

Note: The first column of numbers gives the wpm if the test is taken in three minutes. The second column gives numbers if the test is taken in a shorter or longer time.

Someone once said that a humorist is a man who feels bad but who	4	13
feels good about it. A person with faults, however, can't affort to	9	27
feel good about them if he wishes to improve. He must be big enough	14	41
to admit that he is not perfect; then he must be strong enough to do	18	54
something about his bad habits. It is, usually, a good idea to learn	23	68
where you stand before you devise a plan for improving yourself. This	28	83
step consists of listing your strong points as well as your weak ones,	32	97
for you need to see yourself as others do. This is not an easy step	37	111
to take, for you are almost certain to overlook some glaring faults.	42	125
There are many tests, check lists, and scales that you can use. These	46	139
aids may prove to be very helpful in pin-pointing the habits to which	51	153
you will want to give serious thought.	53	160